

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 159

Alexandria, VA

1 March 2000

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 March 2000 unless otherwise indicated.

J. P. MCLAURIN
Deputy Assistant Secretary of
the Army (MPM&EOP)

ROBERT C. OLSEN, JR
RADM, USCG
Director of Personnel Management

K. S. HEATH
Principal Deputy Assistant Secretary
of the Navy (M&RA)

EVELYN J. FIELDS
RADM, NOAA
Director, NOAA Corps

MARY LOU KEENER
Deputy Assistant Secretary
of the Air Force (FM&P)

R. MICHAEL DAVIDSON
RADM, USPHS
Assistant Surgeon General

FOR THOSE WITH SUBSCRIPTIONS FOR THE ELECTRONIC JFTR/JTR: Effective with the 1 July 2000 change, the JFTR/JTR will be distributed on CD ROM.

This change includes all material written in MAP Items 23-99; 43-99; 76-99; 87-99(E); 90-99(E); 93-99(E) and 97-99(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 158 cover page.

BRIEF OF REVISION

These are the major changes made by Change 159:

U3505-C2. Advises travelers that the use of a POC must be authorized/approved for travel to get mileage reimbursement.

U4000; U4102-G. Requests a reference to occasional meals in the paragraph concerning members traveling together with no/limited reimbursement be made.

U4125-A, -B; U4230; U4520; U9207-E, -I. Authorizes separate reimbursement, in addition to per diem, for taxes on lodging obtained in Alaska, Hawaii, territories and possessions and the commonwealths of Puerto Rico and the Northern Mariana Islands. Per diem rates for those areas will no longer include an amount for lodging taxes.

U4125-B; U7150-C2b; U7150-C5b; U7700; Appendix A. Revises the automobile POV mileage rate allowance from \$0.31 to \$0.325 (effective 14 January 2000).

U4710; U5310; U5315; U5335. Allows for shipment of required medical equipment in excess of statutory weight limits.

U4800; U7700; Appendices A, L, and O. Deletes all references to Specified Commands.



0516LP0263156

U7150-F; U7150-G; U9117; T4045, Appendix O. Allows reimbursement for travel and transportation expenses when a Reservist performs funeral honors duty 50 or more miles for the member's residence.

U7200. Clarifies that for members whose HOR are NOT in CONUS do not have to get authorization/approval for COT leave at the time they PCS. However, all members, regardless of where the HOR is must still begin their COT leave travel as specified in scheduling.

U9152-B. Clarifies that COLA is not deducted from the TLA payment when a reduced TLA due to cooking facilities availability is paid.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION**U3500 GENERAL**

A. Authorization/Approval. Service-designated officials may authorize/approve reimbursement for transportation expenses necessarily incurred by members conducting official business in the local area of their PDSs and TDY stations as prescribed in this Part. These expenses are those not specifically included in travel under orders as provided in Chapter 4 or in Parts B through E of this Chapter.

B. Local Area. The local area is the area:

1. within the duty station limits (permanent or temporary) and the metropolitan area around that station which is ordinarily served by local common carriers; or
2. within a local commuting area of the duty station, the boundaries of which are determined by the order-issuing official or as prescribed by local Service directives; or
3. separate cities, towns, or installations adjacent, or close, to each other, between which the commuting public travels during normal business hours on a daily basis.

An arbitrary distance radius shall not be established to define a local commuting areas (59 Comp. Gen. 397 (1980)).

C. Travel To and From Medical Facilities. Uniformed members, who are ordered to a medical facility within the local area to take a required physical examination or to obtain a medical diagnosis and/or treatment, are on official business and may be reimbursed for the travel. Ordered travel includes additional visits if they are a part of the required physical examination. Uniformed members who travel to a Government or private medical facility on a voluntary basis to obtain a medical diagnosis and/or treatment, are not on official business, and reimbursement for the travel is not authorized. Voluntary travel includes travel following a required physical examination to obtain medical treatment for a condition discovered during the physical examination.

U3505 TRAVEL IN THE PDS AREA

A. General. Reimbursement for transportation expenses in the PDS area may be authorized/approved for travel between:

1. duty sites; or
2. residence and a duty site other than the usual duty site.

B. Travel by Commercial Means. When authorized/approved, a member who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for:

1. local public transportation when tokens, tickets or cash fares are not furnished;
2. taxicab fares, plus tips (\$0.15 for fares of \$1 or less, or 15 percent of the fare increased to the next multiple of 5 cents);
3. hire and operation of a special conveyance, including necessary parking fees.

C. Travel by POC

1. General. When authorized/approved, a member who travels by POC is entitled to mileage based on odometer readings or other acceptable evidence, furnished by the member, of the actual necessary distance traveled in conducting official business. In addition to the mileage, members may be reimbursed for the actual cost of parking fees, ferry fares, bridge, road and tunnel tolls, and trip insurance for travel in foreign countries (see par. U4520, item 7). Payments of mileage and reimbursement of expenses shall be made only to the member defraying the POC operating expenses, regardless of the number of passengers who accompany the member or who contribute funds to defray the POC operating expenses.
- ★ 2. Duty and An Alternate Duty Site Within the Local Area. When use of a POC is authorized/approved for travel between a member's residence, or the PDS, and one or more alternate duty sites within the local area, the member shall be paid mileage for the distance that exceeds the member's commuting distance, regardless of the transportation mode ordinarily used to commute to the PDS. For travel to and from a transportation terminal for a TDY trip, par. U3320 applies.

EXAMPLE 1

Member's one way commuting distance to PDS is 7 miles. Member drives from residence to an alternate duty site, a distance of 18 miles. Upon completion of work, the member returns to residence, a distance of 18 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (14 miles). The member is paid for 22 miles ($18 + 18 - 14 = 22$).

EXAMPLE 2

Member's one way commuting distance to PDS is 15 miles. Member drives from residence to an alternate duty site, a distance of 5 miles. Upon completion of work, the member returns to residence, a distance of 5 miles.

In this case, the member **is not** entitled to mileage for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the usual duty site.

EXAMPLE 3

Member's one way commuting distance to PDS is 15 miles. Member drives to the PDS. Member is required to travel to an alternate duty site, a distance of 30 miles. Upon completion of work, the member returns to residence, a distance of 15 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (30 miles). The member is paid for 30 miles ($15 + 30 + 15 - 30 = 30$).

EXAMPLE 4

Member's one way commuting distance to PDS is 12 miles. In the morning the member drives to an alternate duty site (45 miles). In the afternoon the member returns to the PDS (67 miles). After completion of work member returns to residence, a distance of 12 miles.

In this case, the member is entitled to mileage for the distance that exceeds the normal round trip commuting distance (24 miles). The member is paid for 100 miles ($45 + 67 + 12 - 24 = 100$).

EXAMPLE 5

Member's one way commuting distance to PDS is 35 miles. Member drives to the PDS (35 miles). Later, the member drives to alternate duty site #1 (50 miles) and then to alternate duty site #2 (25 miles). Member then drives to residence (10 miles).

PART G: TRAVEL AND TRANSPORTATION ALLOWANCES FOR TRAVEL OF DEPENDENTS WHEN MEMBER ORDERED ON INDETERMINATE TDY

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- U4760** **TDY Pending OCONUS Assignment or to a Vessel**
A. General
B. Ordered to a Vessel
C. Ordered to OCONUS duty or to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More
- U4765** **TDY in Connection With Building, Fitting Out, Converting or Reactivating a Vessel**
A. General
B. Ordered to a Vessel Not Specified as Unusually Arduous
C. Ordered to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More
- U4770** **Storage in Connection With TDY or Deployment**
A. Temporary Storage
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CHAPTER 4 TEMPORARY DUTY TRAVEL

PART A: MEMBERS TRAVELING TOGETHER

★ U4000 GENERAL

Members traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary travel reimbursements apply unless the members' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the members. No per diem is payable when no/limited reimbursement is directed in the orders for members traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense. Directing several members to travel together with no/limited reimbursement shall never be done simply to save travel funds. If meals or quarters are not available, reimbursement is authorized for occasional meals and quarters under par. U4510.

U4001 STRAGGLERS

A member, who becomes separated from the others while traveling as one of members traveling together under orders directing no/limited reimbursement, shall be provided for in the manner prescribed in Chapter 7, Part N.

PART B: PER DIEM ALLOWANCE

U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the day of departure from and for the day of return to the PDS, in which case a per diem is computed as prescribed in par. U4125-A. Per diem rates for location in CONUS are prescribed in Appendix D. Per diem rates for OCONUS locations are prescribed in Appendix B.

U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. periods of necessary delay awaiting further transportation,
2. periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. periods of TDY directed in a PCS order,
4. delays for the purpose of qualifying for reduced travel fares (see par. U4325-F).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not entitled to per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

B. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as leave or proceed time. ***NOTE: A day used in a constructive travel computation for PCS mixed mode travel does not make that day a travel day (see par. U5160).***

C. When PCS MALT PLUS Is Payable. A member is not entitled to per diem for any day that PCS MALT PLUS is payable.

D. Travel or TDY Within PDS Limits. Except as authorized in par. U4105-H, a member is not entitled to per diem for travel or TDY or performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY or away from the PDS. For transportation entitlement see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. ***Exception:*** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: A member departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY Within the Local Area of the PDS (Outside the PDS Limits). A member is not entitled to per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par U3500-B, unless overnight lodging is

required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

F. Round Trips Within 12 Hours. A member is not entitled to per diem for TDY which is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

★ G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under orders directing no/limited reimbursement (Part A) are not entitled to per diem except as noted in par. U4001. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not entitled to per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-Crew Nuclear Submarines. A member under PCS orders is not entitled to per diem after 2400 on the day the member assigned to a two-crew nuclear submarine (SSBN) arrives at the homeport of the vessel and no further travel is performed away from the homeport under those orders (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Vessel. A member is not entitled to per diem for any period of TDY or training duty aboard a Government vessel when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. The TDY training duty is considered unbroken when a member transfers from one Government vessel to another at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

K. Aboard Vessel Constructed by Commercial Contractor. A member is not entitled to per diem for the period aboard a vessel constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

L. Field Duty. A member on field duty is not entitled to per diem except when the:

1. senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge, and/or Government meals at no charge for enlisted members, were not available during stated periods of the field duty;
2. member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured.

M. TDY Aboard Foreign (Nongovernment) Vessel. A member is not entitled to a per diem allowance for any period of TDY aboard a nongovernment foreign vessel when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure therefrom. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a nongovernment foreign vessel, reimbursement for the cost of such quarters shall be made under par. U4510.

N. Member in Missing Status. A member is not entitled to per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

A. TDY in Connection With Fitting Out or Conversion of a Vessel. When a member is assigned to TDY in connection with fitting out or conversion of a vessel, per diem is authorized during each fitting out or conversion period, including the day of ship commissioning or service craft placement in service, and day of ship decommissioning or service craft placement out of service. Authorization for per diem ends on the date the member's assignment is changed from TDY in connection with fitting out or conversion of a vessel to permanent duty aboard that vessel, even if that change is effected prior to the date of ship commissioning or service craft placement in service. In determining entitlement to per diem, par. U4102-M applies after a ship or service craft under construction is delivered to the Government.

B. Travel by U.S. or Foreign Government Vessel for 24 Hours or More

1. Member Not Charged for Meals. A member is not entitled to a per diem allowance when traveling aboard a U.S. or foreign government vessel when meals are furnished without charge, except on days of embarkation and debarkation if otherwise entitled thereto under subpar. C.

2. Member Charged for Meals. Members traveling aboard a U.S. or foreign Government vessel, other than an oceangoing car ferry, of 24 hours or more as passengers (except those aboard for TDY or training) who are charged for meals shall be paid a per diem allowance equal to the cost of the meals furnished, except on the day of embarkation and debarkation.

C. Travel, TDY Aboard Commercial Vessel or U.S. Government Vessel Totally Leased for Commercial Operation

Except for the day of arrival (day of embarkation) and the day of departure (day of debarkation), a member (including Coast Guard members performing inspection aboard U.S. merchant vessels) traveling on TDY aboard a U.S. Government vessel leased to and operated by a commercial company or a commercial vessel, other than an oceangoing car ferry, is entitled to a per diem allowance of \$6 per day. When the \$6 rate is not sufficient to meet the member's subsistence expenses, a per diem rate equal to the anticipated expenses may be authorized/approved. Such rate may not exceed \$25 and the order-issuing official should state in the orders the circumstances warranting the increased rate.

D. Field Duty. The Secretary concerned may prescribe a per diem rate in a lesser amount than prescribed in Appendix B, for a member of a unit deployed OCONUS away from the unit's PDS. This rate is paid to the members concerned in lieu of the rate shown in Appendix B, regardless of their OCONUS location and may be paid during periods which would otherwise be considered field duty, taking into account the reduced expenses, if any, a member would have while performing field duty during the period covered by the authorization. The rate prescribed should be paid for the period of time specified and is such that the total per diem paid during the entire period that the member is subject to the reduced rate is about equal to that which the member would receive for the same period under Appendix B, calculated according to the computation procedures in this Part and excluding the time during which the member performs field duty. The Secretary concerned may delegate this authority to prescribe such a rate to a chief of an appropriate bureau or staff agency of the headquarters of the department concerned or to a commander of an appropriate naval systems command headquarters, but there may be no redelegations.

E. Member Dies While in a TDY Status. When a member dies while in a TDY status, entitlement to per diem accrues through the date of death. Entitlement to reimbursement for transportation or a MALT accrues from the old station (or last TDY station) to the place of death not to exceed the official distance of the ordered travel.

F. Ordered to TDY While on Leave

1. TDY at Leave Point. A member on leave away from the PDS who receives orders to perform TDY at the leave point is entitled to per diem for the TDY performed in compliance with the orders.

2. TDY at Other Than Leave Point

a. Authorized to Resume Leave Upon Completion of TDY. A member on leave away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station, and from the TDY station to the leave address. Per diem is payable for the period at the TDY station plus transportation, see paragraph U3100-B.

b. Directed to Return to PDS Upon Completion of TDY. A member away from the PDS who receives orders to perform TDY at other than the leave point is entitled to per diem and transportation expenses for travel from the leave address or place of receipt of orders, whichever is shorter, to the TDY station and from the TDY station to the PDS. Per diem is payable for the period at the TDY station.

c. Directed to Proceed to New PDS Upon Completion of TDY. A member is entitled to the travel and transportation allowances prescribed for PCS for travel performed from the old PDS to the leave address or to the place orders were received, whichever applies, not to exceed in either case the official distance from the old PDS to the new PDS. The member is also entitled to the travel and transportation allowances prescribed for PCS for travel performed from the leave address or place of receipt of orders, as applicable, to the TDY station and from the TDY station to the new PDS. Per diem also is payable for the TDY directed at the TDY station.

G. Orders Canceled While Member En Route to TDY Station. If TDY orders are canceled while a member is en route to the TDY station, round trip travel and transportation allowances are authorized from the PDS to the point where cancellation notification was received (includes leave point) and return to the PDS, not to exceed the round trip distance from the PDS to the TDY station. Per diem is not authorized for any day in which member was in a leave status (51 Comp. Gen. 548 (1972)).

H. TDY Within the Limits of PDS. Travel and transportation allowances are authorized for a member performing TDY (other than at the residence or normal duty location of the member) within the limits of a PDS when authorized by competent authority. Allowances under this subparagraph are authorized when such duty is performed under emergency circumstances that threaten injury to human life or damage to property of the Federal Government, provided overnight accommodations are used by reason of such duty. For transportation entitlements see Chapter 3.

U4115 INTERNATIONAL DATELINE

In computing per diem allowances where the international dateline is involved, the computation is based on actual elapsed time.

Effective 1 October 1998

U4125 PER DIEM UNDER THE LODGINGS-PLUS SYSTEM

A. General. Per diem computed under this Part is based on the lodgings-plus system. The total amount may not exceed the applicable locality rate. The member is required to state on the voucher the lodging cost for each day in a travel status. Receipts are required for lodging, except that a statement instead of a receipt is accepted for the fee or service charge incurred for the use of Government quarters if authorized in regulations of the Secretary concerned. If receipts have been lost or destroyed or are impractical to obtain, a statement explaining the circumstances are furnished with the voucher, including the name and address of the lodging facility, the dates the lodging was obtained, whether others shared the room, and the cost incurred.

★ 1. Lodging Expense

The amount allowed for lodging expense is the amount incurred or the maximum amount prescribed in <http://www.dtic.mil/perdiem/> for lodging for the locality concerned, whichever is less. Lodging cost incurred for the use of other than Government quarters for any day on which Government quarters were available is reimbursed as prescribed in Part E. *(NOTE: The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the*

Northern Mariana Islands) are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.)

a. Commercial Lodging. Except as provided for double occupancy in subpar. c, when a member uses commercial lodging facilities (for example, hotels, motels, and boarding houses), the allowable lodging expense is based on the single room rate for the lodging used.

b. Government Quarters. A fee or service charge paid for Government quarters is an allowable lodging expense.

c. Double Occupancy. If a lodging receipt shows a charge for double occupancy, that fact is shown on the voucher with the name and organization or employing agency or office of the person sharing the room if the person is a uniformed member or Government employee on official travel. In this case, the member is allowed one-half of the double occupancy charge. If the person sharing the room is not another uniformed member or Government employee on official travel, identification of the person sharing the room is not required and the member may be allowed the single room rate. The member is required to provide the single room rate.

d. Lodging With Friends or Relatives. If a member stays with friends or relatives while on TDY, no cost for lodging is allowed, whether or not any payment of lodging is made to the friend or relative.

e. Lodging in Other Than Commercial Facilities. When no commercial lodging facilities are present (for example, in remote areas) or when there is a shortage of rooms because of an influx of attendees at special events (for example, world fairs or International Sporting Events), costs of lodging obtained in other than commercial facilities may be allowed. Such facilities may include college dormitories or similar facilities as well as rooms made available to the public by area residents in their homes. In these cases, the traveler must provide an explanation of the circumstances which is acceptable to the order-issuing official or designated representative.

f. Lodging Not Available at TDY Station. The locality per diem rate or the actual expense ceiling for the location where lodging is finally obtained is used for computation when a member performs TDY at a place where neither Government nor commercial quarters are available. ***NOTE: This subparagraph applies only when the per diem rate where lodging is procured is higher than the per diem rate for the TDY location. The higher rate must be authorized/approved by the order-issuing official.***

g. Reimbursement for Costs of Renting or Using an Apartment, House, Mobile Home, Travel Trailer, or Recreational Vehicle While on TDY. A member on TDY who rents a furnished or unfurnished apartment, house, mobile home, travel trailer, or recreational vehicle (for example, a camper, camping vehicle), or who uses a privately owned mobile home, travel trailer, or recreational vehicle for quarters, may be authorized per diem computed under this paragraph. Subpar. d applies for lodging with friends or relatives. Allowable expenses which may be considered as a part of the actual lodging costs are listed below:

- (1) rent of the apartment, house, mobile home, travel trailer or camping vehicle;
- (2) rental charge for a parking space for a mobile home, travel trailer or camping vehicle;
- (3) charges for rent of appropriate and necessary furniture, such as stoves, refrigerators, chairs, tables, beds, sofas, televisions and vacuum cleaners;
- (4) cost of connection, use, and disconnection of utilities including electricity, natural gas, water, fuel oil and sewer charges;
- (5) dumping fees;

- (6) shower fees;
- (7) cost of maid fees and cleaning charges;
- (8) monthly telephone use fees (does not include installation charges and long distance calls--see par. U4505 for official communications); and
- (9) if ordinarily included in the price of a hotel or motel room in the area concerned, the costs of special user fees such as cable TV charges and plug-in charges for automobile head bolt heaters.

h. Allowance for Cost of Lodging Under the Barter System for Public Health Service Members. Public Health Service members assigned to TDY in remote Alaskan villages where there are no Government quarters, or where there are no suitable commercial lodging facilities, may be reimbursed the cost of barter goods used in exchange for lodgings obtained in private dwellings. Reimbursement may not exceed 20 percent of the locality rate. Vouchers are supported by receipts for the barter goods together with the member's certification that the barter goods were delivered to the householder in consideration of lodgings received.

i. Requirement for Dual Lodgings on Single Day. When a member is required by military necessity (not personal convenience) to procure or retain lodgings at more than one location on a calendar day, the lodging cost of the lodging used at or close to 2400 is the allowable lodging costs for that day. The other lodging cost incurred is reimbursable when approved by the order-issuing official (60 Comp. Gen. 630 (1981)). ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.***

j. Allowable Expenses When Residence Purchased and Used for Lodgings on TDY. When a member purchases and occupies a residence at a TDY point because of the TDY assignment, the following costs are the allowable lodging expenses (57 Comp. Gen. 147 (1977)):

- (1) monthly interest;
- (2) monthly property tax;
- (3) monthly utility cost actually incurred (does not include any installation and hook-up charges).

In determining the member's daily lodging cost, the allowable expenses are prorated on a 30-day month basis. In no case shall the total per diem payable exceed the applicable maximum locality rate for the area.

k. Lodging Cost for Quarters Jointly Occupied by Member and Dependents. Lodging cost for quarters jointly occupied by a member and dependents is apportioned 50 percent for the member and 50 percent for the dependents (regardless of the number of family members) when a member in a per diem status is in receipt of TLA for dependents (par. U9202-C).

l. Lodging Obtained on Weekly or Monthly Rental Basis. When a member obtains lodging on a weekly or monthly rental basis, the daily lodging cost is computed by dividing the total lodging cost by the number of days the accommodations are actually occupied, provided the member acts prudently in renting by the week or month, and that the cost to the Government does not exceed the cost of renting conventional lodgings at a daily rate. Otherwise, the daily lodgings cost shall be computed by dividing the number of days in the rental period (e.g., 7 or 30 days).

2. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for members traveling on TDY, the total daily amount paid by the Government for the member's lodging, meals, and incidental expenses may not exceed the applicable per diem authorized in this Part (60 Comp. Gen. 181 (1981) and 62 Comp. Gen. 308 (1983)).

3. Per Diem Computation. Generally, per diem is based on the TDY location of the member at 2400; however, there are occasions when the member is en route to a TDY location and does not arrive at the lodging site until 2400 or later. In that case, the lodging shall be claimed for the preceding calendar day and the maximum per diem is determined as if the member had been at the lodging location at 2400 of the preceding day. If authorized travel requires more than 1 day and a stopover for the night is required, the maximum per diem is based on the stopover point. The M&IE rate is payable to the member without itemization of expenses and without receipts. Box lunches, in-flight meals and rations furnished by the Government on military aircraft are not a Government mess for per diem computation purposes. The meal rate established by the order cannot be reduced after-the-fact except for a deductible meal (Government meals paid for by the traveler and consumed in a Government mess are not deductible meals, see par. U4125-A3g). However, order-issuing officials/schoolhouse commanders may amend the orders to direct an immediate or future meal rate change.

a. Day of Departure From and Day of Return to PDS. Seventy five percent (75%) of the appropriate M&IE rate (see <http://www.dtic.mil/perdiem/>) is paid for the day of departure from the PDS and the day of return to the PDS in connection with TDY, regardless of what time the member departs or returns. On these days, the GMR or PMR shall not apply. The M&IE rate for the day of departure and/or return to the PDS is the M&IE rate (see <http://www.dtic.mil/perdiem/>) applicable to the last TDY station, except when return travel requires more than one day and a stopover for the night is required. When that occurs, the M&IE rate for the en route stopover point applies to the day of departure from/return to the PDS. If authorized return travel to the PDS requires more than 1 day and additional stopovers are required, the maximum per diem is based on the additional stopover points. The per diem rate for the day of departure from the PDS is based on the member's location at 2400 on that day. If the member is traveling and lodging is not procured for that night, the M&IE rate for the destination is the applicable rate.

b. Determination of M&IE Rate

(1) Full Days

(a) CONUS

1. applicable locality rate (see <http://www.dtic.mil/perdiem/>),
2. the standard GMR for meals in a Government mess plus \$2 for incidental expenses. This rate applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. the use of a Government mess is directed,
 - c. the Government mess is available for all three meals on the U.S. installation to which the member is assigned TDY, and
 - d. the member is not traveling, or
3. the PMR plus \$2 for incidental expenses. The PMR applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. at least one meal is available and directed in a Government mess on the U.S. installation to which the member is assigned TDY, and
 - c. the member is not traveling.

(b) OCONUS

1. applicable locality rate (see <http://www.dtic.mil/perdiem/>), (use \$3.50 for the incidental expense rate instead of the incidental expense rate for the locality concerned when adequate Government quarters are available on the U.S. installation to which the member is assigned TDY), or
2. the standard GMR for meals in a Government mess plus \$3.50 for incidental expenses. This rate applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. the use of a Government mess is directed,
 - c. the Government mess is available for all three meals on the installation to which the member is assigned TDY, and
 - d. the member is not traveling.
3. the PMR plus the incidental expense rate. The PMR applies each day that:
 - a. adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b. at least one meal is available and directed in a Government mess on the U.S. installation to which the member is assigned TDY, and
 - c. the member is not traveling.

NOTE: *The incidental expense rate OCONUS is the applicable rate (see <http://www.dtic.mil/perdiem/>), or \$3.50 when the member is TDY to a U.S. installation and Government quarters are available. There are two exceptions:*

- 1. The order-issuing official can determine \$3.50 to be adequate when the member is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel order.*
- 2. The order-issuing official can determine that the \$3.50 is not adequate on a U.S. installation and authorize/approve the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/>). Payment of the locality incidental expense rate must be stated in the travel order.*

(2) If No Per Diem Entitlement at TDY Point. The M&IE rate payable on the day of arrival at, and departure from, the TDY point is the M&IE rate for that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the port of embarkation/debarkation M&IE rate applies.

(3) Schoolhouse Training (Formal Courses of Instruction). Orders to schoolhouse training must allow the schoolhouse commander to determine the appropriate meals rate. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to issuance of the order, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

c. Lodging. If lodging is required while on TDY or at a delay point, the lodging cost, not to exceed the lodging maximum prescribed for the TDY or delay location in Appendix B, or Appendix D, shall be added to the M&IE rate for that location to determine the per diem rate for the day, the total amount not to exceed the

per diem rate for the locality concerned. When lodging has been obtained in accordance with subpar. 1f, at a location other than the TDY location, the per diem rate for the lodging location applies.

d. TDY of More Than 12 Hours But Not Exceeding 24 Hours. Per diem under this subparagraph is determined by allowing 75% of the M&IE rate for the location of the TDY assignment prescribed in Appendix B, or Appendix D. If more than one location is involved and the member is not required to obtain lodging, the per diem allowance is calculated using the highest M&IE rate. If the member must obtain lodging, the rules for travel of more than 24 hours as prescribed above apply, no deduction for meals is made. Per diem is not authorized under this subparagraph when travel is performed in the local area

(1) Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, shall be 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations. Per diem is not authorized under this subparagraph when travel is performed in the local area.

(2) Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

e. Essential Unit Messing. When the Secretary concerned or, for a JTF, the CINC or JTF Commander determines that Government messing is essential to accomplish training and readiness, enlisted personnel receive meals without charge and officers pay the discounted meal rate. There is no entitlement to the meal portion of the M&IE allowance. The incidental expense rate is \$2 in CONUS, or the incidental rate in Appendix B, or \$3.50 OCONUS when the order-issuing authority determines \$3.50 to be adequate for anticipated expenses.

f. Use of Government Mess Under Special Circumstances. When a member on TDY uses a Government mess, the member is charged the full rate for each meal (charges for both food and related services) unless one of the following conditions exist:

- (1) field duty,
- (2) duty on a U.S. Government vessel,
- (3) members traveling together under orders directing no/limited reimbursement, or
- (4) essential unit messing.

When one of these conditions exists, an enlisted member receives meals without charge and an officer pays the discounted rate (charges for food only). Neither an enlisted member nor an officer is entitled to any reimbursement of meal expenses.

g. Deductible Meals. The PMR prescribed in subpars. U4125-A3b(1)(a)3 and (b)3 above applies on any day when one or two deductible meals are provided. A deductible meal is a meal:

- (1) made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
- (2) included in a registration fee ultimately paid by the Government;
- (3) furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
- (4) furnished by the Government at no cost to a member.

The following are not deductible meals:

- (1) box lunches, (which include such things as C Rations, K Rations, MRE's) - except when MRE's and/or other box lunches are the **only method** of providing adequate subsistence to members,
- (2) in-flight meals,
- (3) rations furnished by the Government on military aircraft,
- (4) Government meals paid for by the traveler and consumed in a Government mess,
- (5) meals furnished on commercial aircraft, or
- (6) meals provided by private individuals.

NOTE: If all three meals are provided/consumed at no cost to the member, only the incidental expenses for that day (\$2 in CONUS, or the applicable locality incidental expense rate (see <http://www.dtic.mil/perdiem/>) or \$3.50 OCONUS) is payable.

h. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the order-issuing official authorizes/approves the member to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

i. Meals Provided by a Common Carrier or Complimentary Meals Provided by a Hotel. Meals provided by a common carrier or complimentary meals provided by a hotel/motel do not affect per diem.

NOTE: The GMRs in the following examples are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.

B. Examples of Computing Per Diem Allowances

- ★ **(NOTE:** The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.)

EXAMPLE 1

ITINERARY:				
10 May	Dep:	PDS	POC	
	Arr:	TDY Station		340 miles
11 May	TDY			
12 May		TDY		
13 May	Dep:	TDY Station	POC	
	Arr:	PDS		340 miles

Lodging cost \$62 per night. Per diem rate is \$87, lodging maximum is \$57 and M&IE rate is \$30. Government mess is not available at the TDY point.



REIMBURSEMENT:		
5/10	75% times \$30 = \$22.50 plus \$57 (\$62 limited to \$57) =	\$79.50
5/11	\$30 plus \$57 =	87.00
5/12	\$30 plus \$57 =	87.00
5/13	75% times \$30 =	<u>22.50</u>
1 round trip of 680 miles x \$0.325 per mile =		221.00
Total Reimbursement =		\$497.00

EXAMPLE 2

ITINERARY:		
15 March	Dep:	Residence
	Arr:	Ft. Knox
16 March		TDY
17 March		TDY
18 March		TDY
19 March	Dep:	Ft. Knox
	Arr:	Residence

Lodging on post in Government quarters costs \$6 per night and a Government mess is available and the GMR is directed. The breakfast meal is not available on the 17th. (No Government mess deductions shall be made for the day of arrival and the day of departure). Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.



REIMBURSEMENT:		
3/15	75% times \$26 = \$19.50 + \$6	\$25.50
3/16	\$10.00 plus \$6	16.00
3/17	(\$8.00 + \$24) (divided by 2) = \$16.00 + \$2 (incidental) = \$18 plus \$6	24.00
3/18	\$10.00 plus \$6	16.00
3/19	75% times \$26	<u>19.50</u>
Total		\$101.00

U4130 RETURN TO PDS FROM TDY FOR PERSONAL REASONS

A. General. A member who voluntarily returns to the PDS, or residence from which the member normally commutes daily to the PDS, during a TDY period for personal reasons is entitled to the lesser of:

1. per diem or AEA for the actual travel time (no per diem or AEA while at the PDS) and transportation expenses for the travel from the TDY point to the PDS and return; or
2. per diem or AEA that would have been allowed had the member stayed at the TDY point.

No allowances are credited for any day the member was in a leave status.

B. Computation. The following are examples of computing per diem allowances and making cost comparisons under this paragraph:

NOTE: The GMR used in the following example(s) are for illustrative purposes only. Please check Appendix A (GMR) for current Government meal rates.

EXAMPLE 1

Member performed TDY. The member returned to the PDS during the intervening weekend.

ITINERARY:				
23 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
24-26 June	TDY			
27 June	Dep:	TDY Station	POC	
	Arr:	PDS (personal reasons)		325 miles
28 June		At PDS		
29 June	Dep:	PDS	POC	
	Arr:	TDY Station		325 miles
30 June -- 2 July	TDY			
3 July	Dep:	TDY Station	POC	
	Arr:	PDS		325 miles

Lodging cost \$60 per night. Per diem rate is \$82, lodging maximum is \$52 and M&IE maximum is \$30. Government mess is not available at the TDY point.

**REIMBURSEMENT:**

Cost Comparison

Actual Cost:

6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	\$ 74.50
6/24	\$30 plus \$52 =	82.00
6/25	\$30 plus \$52 =	82.00
6/26	\$30 plus \$52 =	82.00
6/27	75% times \$30 =	22.50
6/29	75% times \$30 = \$22.50 plus \$52 (\$60 limited to \$52) =	74.50
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$52 =	82.00
7/2	\$30 plus \$52 =	82.00
7/3	75% times \$30 =	22.50
2 round trips of 650 miles = 1300 x \$0.325 per mile =		422.50
Total Reimbursement =		\$1108.50

Constructive Cost:		
6/23	75% times \$30 = \$22.50 plus \$52 (\$60 limited \$52) =	\$74.50
6/24	\$30 plus \$52 =	82.00
6/25	\$30 plus \$52 =	82.00
6/26	\$30 plus \$52 =	82.00
6/27	\$30 plus \$52 =	82.00
6/28	\$30 plus \$52 =	82.00
6/29	\$30 plus \$52 =	82.00
6/30	\$30 plus \$52 =	82.00
7/1	\$30 plus \$52 =	82.00
7/2	\$30 plus \$52 =	82.00

7/3	75% times \$30 =	22.50
1 round trip of 650 miles = 650 x 0.325 per mile =		<u>211.25</u>
Total Reimbursement =		\$1046.25

In this example the member is due \$1,046.25 since it is less than the amount of the actual travel back to the PDS and return to the TDY location for personal reasons.

EXAMPLE 2

Member performed TDY with the following itinerary. The member returned to the PDS during the intervening weekend for personal reasons.

ITINERARY:				
9 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
10 July		TDY		
11 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles
12 July		At PDS		
13 July	Dep:	PDS	POC	
	Arr:	TDY Station		185 miles
14 & 15 July	TDY			
16 July	Dep:	TDY Station	POC	
	Arr:	PDS		185 miles

Lodging on post in Government quarters costs \$6 per night and a Government mess is available for all three meals and its use directed. Per diem rate is \$66, lodging maximum is \$40 and M&IE rate is \$26. In this example, a GMR of \$8.00 is used.



REIMBURSEMENT:		
Cost Comparison		
Actual Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	75% times \$26 = \$19.50 =	19.50
7/13	75% times \$26 = \$19.50 plus \$6 =	25.50
7/14	\$10.00 plus \$6 =	16.00
7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
2 round trips of 370 miles = 740 x \$0.325 per mile =		<u>240.50</u>
Total Reimbursement =		\$378.50

Constructive Cost:		
7/9	75% times \$26 = \$19.50 plus \$6 =	\$ 25.50
7/10	\$10.00 plus \$6 =	16.00
7/11	\$10.00 plus \$6 =	16.00
7/12	\$10.00 plus \$6 =	16.00
7/13	\$10.00 plus \$6 =	16.00
7/14	\$10.00 plus \$6 =	16.00

7/15	\$10.00 plus \$6 =	16.00
7/16	75% times \$26 = \$19.50 =	19.50
1 round trip of 370 miles = 370 x \$0.325 per mile =		\$120.25
Total Reimbursementl =		\$261.25

In this example the member is due \$261.25.

U4135 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN APPENDICES B OR D

The Secretary concerned may authorize zero per diem or rates of per diem in lesser amounts than those prescribed in this Volume when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service (also see par. U4105-D). This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be redelegated. In the absence of such an authorization, travel orders prescribing rates of per diem different from those prescribed in this Volume are without effect and the locality rates in Appendices B, or D, are used.

U4140 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands or order-issuing officials think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Per Diem Rates
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.

U4150 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is entitled to the allowances prescribed in par. U4225-D.

**U4220 REQUIREMENT FOR
DOCUMENTATION OF TRAVEL
VOUCHER**

A. Itemization. Each voucher submitted for reimbursement on an AEA basis must be accompanied by an itemization on a daily basis of the applicable expenses (see par. U4205). Items are listed to indicate clearly the expenses applicable to each calendar day. The list includes only those items which are allowable expenses and must not include items for which there are provisions for claiming separate reimbursement, such as taxicab fares, registration fees, etc. A statement of actual expenses is used for listing the actual expenses, and is submitted in support of the travel voucher. When reimbursement for M&IE is on a per diem basis (as prescribed in par. U4210-B3) itemization is not required.

B. Receipts. Receipts are required for lodging. A statement instead of a receipt is acceptable for the fee or service charge incurred for the use of Government quarters if authorized in Service regulations. Receipts are required for any individual meal when the cost is \$75 or more, excluding tips, unless they are impractical to obtain or have been inadvertently destroyed, in which case a statement to that effect must be furnished. When reimbursement for M&IE is on a per diem basis (as prescribed in par. U4210-B3), receipts for M&IE are not required.

U4225 COMPUTATION RULES

A. General. When the actual expenses incurred during any 1 day are less than the daily amount authorized, the member is reimbursed only for the lesser amount. The daily amount authorized shall not be prorated for fractions of a day; however, expenses incurred and claimed for a fraction of a day are reviewed and allowed only to the extent determined to be reasonable by the order-issuing official. The maximum amount of reimbursement for actual expenses for each calendar day, or fraction thereof, is limited as indicated in subpars. B through D. In no case shall the amount reimbursed be more than the amount authorized/approved in an actual expense authorization for the area concerned.

B. Meals Available Under Special Arrangements. When a member is participating in a special mission type function, such as deployment to foreign military bases, forest fire details, rescue and aircraft recovery missions, and TDY to remote areas, and meals are made available under a special arrangement between a

Uniformed Service and any organization, institution, commercial concern, nonappropriated fund activity, agency of a local, state or foreign government, or U.S. Government agency, reimbursement of actual expenses incurred for meals is limited to the amount equaling the charge applicable to each meal made available under the special arrangements, not to exceed the charges for three meals per day.

C. Averaging Expenses. In determining the daily amount of expense items which do not accrue on a daily basis, such as laundry, dry cleaning, pressing, and hotel maid tips (*NOTE: Expenses for laundry, dry cleaning and pressing of clothing are reimbursable as an AEA incidental expense only when incurred while traveling OCONUS.*), these expenses may be averaged over the number of days the member is entitled to AEA during the entire TDY trip. In connection with lodging and lodging-related expenses, the expenses pertain to the day on which the charges began. For example, if the charges are computed on the basis of 1000 on the first day to 1000 on the second day, the charge is considered as beginning and applicable to the first day even though the lodging was not actually occupied on that day. If expenses for the first day are less than the daily maximum and for another day exceed the daily maximum, the expenses shall not be averaged. Each calendar day must be considered separately. If, however, the member pays for more than the first day's expense at one time (for example, a hotel bill paid weekly, or at the end of occupancy), the amount applicable to each day should be listed separately.

D. Special Rules for Mixed Travel (Per Diem and Actual Expense)

1. General. Mixed travel involves more than one daily maximum reimbursement rate during a single trip and/or reimbursement on both a per diem and an actual expense basis on a single trip. The applicable rate and/or reimbursement method for each calendar day (beginning at 0001) is determined by the member's status and location at 2400 of that calendar day. Only one rate and reimbursement method is authorized for each day except when reimbursement is authorized for occasional meals or lodging as provided in par. U4510.

2. Reimbursement for Day of Departure. The reimbursement method and daily maximum for the day of departure from the PDS is the same as that authorized for the first location where lodging is required.

3. Reimbursement for Day of Return. On the day of return to the PDS, the same method and daily

maximum applicable to the previous calendar day shall apply. When return travel to the home or official station requires 2 or more days, see par. U4125-A3a for method of reimbursement.

U4230 COMPUTATION EXAMPLES

Following are examples of computing allowances when travel is authorized on an actual expense basis and on an actual expense and per diem basis on the same trip:

- ★ **NOTE:** The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense in addition to AEA. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are part of per diem/AEA and are not separately reimbursable.

EXAMPLE 1

Travel to single TDY point -- AEA authorized for M&IE and lodging.

ITINERARY:

(Enlisted member in Grade E-6)

8/10	Depart residence,
	Arrive Los Angeles,
8/11-8/12	TDY at Los Angeles
8/13	Depart Los Angeles Airport,
	Arrive residence

MAXIMUM RATES AT TIME OF TRAVEL:

Los Angeles CA: AEA authorized NTE \$222 (\$148 x 150%) with lodging NTE \$171 (\$114 x 150%) and M&IE NTE \$51 (\$34 x 150%)

REIMBURSEMENT:

8/10 Actual Expense

Los Angeles	Lodging	\$ 120.00	
	Total	\$ 120.00	\$120.00

8/11 Actual Expense

Los Angeles	Breakfast	\$ 6.00	
Los Angeles	Lunch	10.00	
Los Angeles	Dinner	24.00	
Los Angeles	Incidentals	3.00	
Los Angeles	Lodging	120.00	
	Total	\$163.00	\$163.00

8/12 Actual Expense

Los Angeles	Breakfast	\$ 10.00	
Los Angeles	Lunch	15.00	
Los Angeles	Dinner	26.00	
Los Angeles	Incidentals	2.00	
Los Angeles	Lodging	120.00	
	Total	\$173.00 *	\$171.00

* Total reimbursement for this day is limited to \$171.00 since the total M&IE (\$53) exceeds the 150% M&IE ceiling of \$51.

8/13 Actual Expense

Los Angeles	Breakfast	\$ 5.50	
Los Angeles	Lunch	11.50	
	Total	\$ 17.00	\$ 17.00
	Total Reimbursement		\$471.00

EXAMPLE 2

Travel to multiple TDY points -- AEA authorized for lodgings only at Belle View, CA, M&IE paid on a per diem basis.

ITINERARY:

9/7 Depart residence, arrive Belle View, CA
 9/8 TDY -- Belle View
 9/9 Depart Belle View arrive Silver Hill, CO
 9/10 TDY -- Silver Hill
 9/11 Depart Silver Hill arrive High Point, CO
 9/12 Depart High Point, arrive residence

MAXIMUM RATES AT TIME OF TRAVEL:

Belle View, CA: AEA authorized for cost of lodgings only. Belle View M&IE rate is paid on a per diem basis. The total amount paid for lodging and M&IE may not exceed \$99 (\$66 x 150%)

Silver Hill, CO: Per Diem \$75 (M&IE rate \$26, Maximum Lodging Amount \$49)

High Point, CO: Per Diem \$66 (M&IE rate \$26, Maximum Lodging Amount \$40)

REIMBURSEMENT:

9/7 75% x \$26 (M&IE) plus \$60 (Lodging Cost) (par. U4210-B3)	\$ 79.50
9/8 \$26 (M&IE) plus \$60 (Lodging Cost) (par. U4210-B3)	86.00
9/9 \$26 (M&IE) plus \$38 (Lodging Cost) NTE \$75	64.00
9/10 \$26 (M&IE) plus \$38 (Lodging Cost) NTE \$75	64.00
9/11 \$26 (M&IE) plus \$32 (Lodging Cost) NTE \$66	58.00
9/12 75% x \$26 (M&IE)	19.50
Total Reimbursement	\$371.00

EXAMPLE 3

Travel to two TDY points -- AEA authorized for M&IE and Lodging at one point.

ITINERARY:

1 October Dep: Residence, arrive Grayville
 2 October TDY at Grayville
 3 October Dep: Grayville, arrive Liberty
 4 October Dep: Liberty, arrive residence

MAXIMUM PER DIEM AND AEA APPLICABLE AT TIME OF TRAVEL:

Grayville PA: \$66 per diem rate applies.

Liberty, PA: Member authorized AEA for TDY at Liberty due to special circumstances in an amount not to exceed \$129 per day (lodging required) and \$39 per day (no lodging required).

REIMBURSEMENT:

(Government quarters and mess not available)

10/1	M&IE \$26 x 75% = 19.50 + \$24 (Lodging)	\$ 43.50
10/2	M&IE rate plus lodging cost (par. U4125-A3)	
	\$26 plus \$24 lodging cost	\$ 50.00
10/3	AEA (Liberty, PA)	

(Per Diem rate based on TDY location at 2400)

Grayville	Breakfast	\$ 3.25	
Liberty	Lunch	10.75	
Liberty	Dinner	17.50	
Liberty	Lodging	<u>92.00</u>	
		\$123.50	\$123.50

10/4 AEA not to exceed amount authorized for Liberty, PA

Liberty	Breakfast	\$ 8.00	
Liberty	Lunch	<u>15.00</u>	
		\$ 23.00	<u>\$ 23.00</u>
	Total Reimbursement		\$240.00

EXAMPLE 4

Travel to multiple TDY points -- AEA authorized for M&IE and lodging at one point outside CONUS.

ITINERARY:

8/5	Depart residence, arrive New York
8/6	TDY at New York City
8/7	Depart New York City, arrive London Airport
8/8 & 8/9	TDY London
8/10	Depart London, arrive Frankfurt
8/11	TDY Frankfurt
8/12	Depart Frankfurt, arrive residence

MAXIMUM RATES AT TIME OF TRAVEL:

New York, NY: Per Diem \$141 (M&IE rate \$34, Maximum Lodging Amount \$107)

London, UK: Per Diem \$201 (M&IE rate \$93, Maximum Lodging Amount \$108)

Frankfurt, GE: AEA authorized not to exceed \$191 (\$127 x 150%) with M&IE limited to \$88.50 (\$59 x 150%)

REIMBURSEMENT:

8/5	75% times \$34 (M&IE) plus \$82 (Lodging cost) (NTE \$141)	\$ 107.50	
8/6	\$34 (M&IE) plus \$82 (Lodging Cost) (NTE \$141)	\$ 116.00	
8/7	\$93 (M&IE) plus \$100 (Lodging Cost) (NTE \$201)	\$ 193.00	
8/8	\$93 (M&IE) plus \$100 (Lodging Cost) (NTE \$201)	\$ 193.00	
8/9	\$93 (M&IE) plus \$100 (Lodging Cost) (NTE \$201)	\$ 193.00	
8/10	Actual Expense		
	London Breakfast	\$11.00	
	Frankfurt Lunch	15.50	
	Frankfurt Dinner	23.50	
	Frankfurt Lodging	<u>120.00</u>	
	Total	\$170.00	\$170.00
8/11	Actual Expense		
	Frankfurt Breakfast	8.00	
	Frankfurt Lunch	17.50	
	Frankfurt Dinner	28.00	
	Frankfurt Lodging	<u>20.00</u>	
	Total	\$173.50	\$173.50
8/12	Actual Expense		
	Frankfurt Breakfast	\$8.00	\$8.00

Total Reimbursement

\$1,154.00

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

U4505 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. Reimbursement may be authorized/approved by the order-issuing official. The order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

A. General. A member is entitled to reimbursement for meals and/or quarters as provided in subpar. B when the order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority;
or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

1. par. U4000 (members traveling together under orders directing no/limited reimbursement travel);
2. par. U4102-D (within PDS limits only for members escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
4. par. U4102-F (round trips within 12 hours);
5. par. U4102-G (group travel status);
6. par. U4102-J, K, and M (TDY or training duty aboard a vessel);
7. par. U4102-L (field duty);
8. par. U5108-D (transportation mode directed to first duty station upon enlistment, reenlistment or induction);

9. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS;
10. par. U7025 (travel incident to application processing);
11. par. U7125-D (bedpatient or inpatient); or
12. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in Appendix B or D for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.
2. Meals. If the order-issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid NTE the PMR (no incidental expenses) as prescribed in subpars. U4125-A3b(1)(a)3 or (b)3 based on the per diem rate as prescribed in Appendices B or D for the TDY locality. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

U4520 MISCELLANEOUS EXPENSES

Reimbursement is allowed for necessary travel-related miscellaneous expenses incurred in the conduct of official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Travel Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
- ★ 5. taxes on lodging in *the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands*, limited to the taxes on reimbursable lodging costs (for example, if a traveler is authorized a maximum lodging rate of \$50 per night, and the traveler elects to stay at a hotel that costs \$100 per night, the traveler may only be reimbursed the amount of taxes on \$50, which is the maximum authorized lodging amount) (*taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are part of per diem/AEA and are not separately reimbursable*);

NOTE: Taxes for OCONUS lodging are part of per diem/AEA and are not separately reimbursable;
6. fees for:
 - a. currency conversion; (NOTE: Travelers are not entitled to reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984)));

- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries, (this does not include cashing checks/drafts for salary); and
 - c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972));
7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));
8. CTO service and processing fees;
9. authorized/approved expenses for:
- a. necessary stenographic or typing services, data processors or rental of typewriters a ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this does not include travel expenses incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. U4505);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs (see par. U4125-A1i);
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***);
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see par. U3320, and Chapter 3, Part E);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fare to and from the terminal (see par. U3320);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;

15. customary tips for handling any baggage at transportation terminals; and

16. similar travel related expenses (i.e., Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.)

★ *(NOTE: The cost for laundry, dry cleaning, and/or pressing of clothing is not a separately reimbursable travel expense. It is not an incidental expense within CONUS per diem rates or within the AEA authorized/approved for travel in CONUS. It is included as an incidental expense within OCONUS per diem rates and within the AEA authorized/approved for travel OCONUS.)*

U4521 NOT USED

U4525 NOT USED

U4530 NOT USED

U4535 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, the per diem is computed under par. U4125-A3g(2).

U4536 NOT USED

U4537 NOT USED

U4538 NOT USED

U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

PART H: HHG SHIPMENT AND STORAGE UNDER TDY ORDERS**U4700 GENERAL**

This Part prescribes TDY HHG shipping and storage entitlements. For storage of POV when member is TDY on a contingency operation, see Chapter 5, Part I.

U4705 AUTHORIZING/APPROVING TDY HHG SHIPMENTS

Carrier baggage limits might preclude a member from transporting necessary HHG items without cost. An order-issuing official or commanding officer may authorize/approve shipment of HHG required for the member's personal comfort and well-being while on TDY.

U4710 BASIC ENTITLEMENT

- ★ A. Shipments In Addition to Authorized TDY Weight Allowance. When TDY, the following may be shipped in addition to the TDY weight allowances:

1. professional books, papers, and equipment (see par. U5310-C), and
2. required medical equipment (see par. U5310-K).

B. Weight Allowance. The maximum weight allowances prescribed in the following table do not include accompanied baggage transported free on a commercial ticket. They are the actual weight of unpacked and uncrated HHG. If practicable, the actual weight of unpacked and uncrated HHG is established before packing. For information on determining the net weight of shipments for specific modes of transportation, see pars. U5335-B through F.

TABLE OF TDY WEIGHT ALLOWANCES (POUNDS)

and Grade ¹			Service
Army, Air Force, and Marine Corps	Navy, Coast Guard, and National Oceanic and Atmospheric Administration Corps	Public Health Service	Weight Allowances
General and General of the Army	Admiral		2000 ²
Lieutenant general	Vice admiral	Surgeon general	1500
Major general	Rear admiral (upper half)	Deputy and assistant surgeon general	1000
Brigadier general	Rear admiral (lower half) and Commodore	Assistant surgeon general	1000
Colonel	Captain	Director	800
Lieutenant colonel and warrant officer (W-5)	Commander and warrant officer (W-5)	Senior	800
Major and warrant officer (W-4)	Lieutenant commander and warrant officer (W-4)	Full	800
Captain and warrant officer (W-3)	Lieutenant and warrant officer (W-3)	Senior assistant	600
First lieutenant, contract surgeon warrant officer (W-2)	Lieutenant (junior grade) and warrant officer (W-2)	Assistant	600
Second lieutenant, officer graduate of Service Academy and warrant officer (W-1)	Ensign, officer graduate of Service Academy, warrant officer (W-1)	Junior assistant	600
Enlisted personnel	Enlisted personnel		
E-9	E-9		600 ³
E-8	E-8		500
E-7	E-7		400
E-6	E-6		400
E-5, E-4 (over 2 years service)	E-5, E-4 (over 2 years service)		400
E-4 (2 years service or less), E-3, E-2, E-1	E-4 (2 years service or less), E-3, E-2, E-1		225
Aviation cadet	Aviation cadet		400
Service academy cadet and midshipman	Service academy cadet and midshipman		350

¹ Includes regular members, members of a Uniformed Service reserve component, and officers holding a temporary commission in the Army or Air Force of the United States.

² The Secretarial Process may authorize additional weight up to 2,000 pounds for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

³ The allowance for a member selected as Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, or Sergeant Major of the Marine Corps is 800 pounds for travel orders issued after receiving notice of selection. It continues for the remainder of the military career.

C. Shipment of Replacement Items. When an original TDY HHG shipment is destroyed or lost during transportation, through no fault of the member, a replacement shipment, within the member's weight allowance, may be made at Government expense (68 Comp. Gen. 143 (1988)).

U4715 LIMITATIONS

Under TDY orders, temporary to permanent duty orders, or a combination thereof, a member with an authorized/approved TDY shipment may ship HHG within the TDY weight allowance between any points, if either the destination or origin (as applicable) is the TDY station, subject to the following cost limitations as applicable:

1. from PDS to TDY station;
2. between TDY stations; or
3. from the last TDY station to the old PDS, or to the new PDS.

When a member is ordered from a TDY station to a new PDS or when a TDY station becomes a new PDS, these shipments are in addition to PCS weight allowance.

U4720 METHODS OF SHIPMENT

The shipment methods in par. U5320 apply.

U4725 FACTORS AFFECTING TDY HHG TRANSPORTATION

- A. Weight Allowance Entitlement. A member's grade on the day travel begins determines the weight allowance.
- B. Orders Amended, Modified, Canceled or Revoked. The provisions in par. U5330-C apply.
- C. Improper Shipments. A designated Service representative may authorize/approve forwarding authorized shipments to the proper destination that are, through no fault of the member, misdirected, or otherwise separated from the member.

U4730 NOT USED**U4735 WHEN EXCESS CHARGES ARE INCURRED**

HHG not authorized/approved for shipment or not within the member's TDY weight allowance should not be transported with authorized HHG. Member's should arrange for separate transportation of such articles. When shipments include unauthorized articles that are later disclosed, the member bears the cost of transporting them, to the extent those costs can be identified. If the cost of transporting these articles cannot be established, see par. U5340.

U4740 CALLED (OR ORDERED) TO ACTIVE DUTY

For shipping entitlement of a member called (or ordered) to initial active duty for training for less than 6 months, or called (or ordered) to active duty for less than 20 weeks, see par. U5345-B2. For shipping entitlement when a member is relieved from such active duty, see par. U5360-E.

U4745 PCS WITH TDY EN ROUTE

(See par. U5345-C1.)

U4750 TDY WITHOUT RETURN TO PDS OR TDY PENDING FURTHER ASSIGNMENT

Under orders from a PDS to TDY without return to the PDS, or to TDY for further assignment, a member's HHG within the PCS weight allowance may be:

1. placed in NTS for the entire TDY period under par. U4770-C; or
2. packed and moved from Government quarters to civilian housing in the old PCS vicinity, if required to vacate the Government quarters.

U4755 INDETERMINATE TDY

Under orders from the PDS to TDY for an indeterminate period of time, HHG transportation within the PCS weight allowance may be made to any combination of:

1. the TDY station, or
2. any CONUS point, or
3. NTS under par. U4770-C,

if the Secretarial Process authorizes/approves. HHG placed in storage or shipped under this paragraph may be shipped to the member's PDS after TDY.

U4760 TDY PENDING OCONUS ASSIGNMENT OR TO A VESSEL

A. General. Orders from a PDS to:

1. TDY pending further OCONUS assignment, or
2. to a vessel,

entitle a member as indicated in subpars. B and C.

B. Ordered to a Vessel. Under orders from a PDS to TDY pending assignment to a vessel other than one described in subpar. C, HHG transportation of the PCS weight allowance may be made to any combination of:

1. to the vessel's homeport;
2. from Government quarters to civilian housing in the old PCS vicinity, if required to vacate Government quarters; and
3. NTS under par. U4770-C.

C. Ordered to OCONUS Duty or to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More. Under orders from the PDS to:

1. TDY pending further OCONUS assignment, or
2. a vessel specified in writing by the Secretarial Process as unusually arduous sea duty or it is contemplated that the vessel will operate OCONUS for a continuous period of 1 year or more on the date the vessel is so specified,

transportation of the PCS weight allowance may be made to any combination of:

1. any CONUS location the member specifies;
2. the OCONUS duty station; and

3. NTS under par. U4710-C.

U4765 TDY IN CONNECTION WITH BUILDING, FITTING OUT, CONVERTING OR REACTIVATING A VESSEL

A. General. Orders from a PDS to TDY in connection with building, fitting out, converting, or reactivating a vessel that direct duty on board when commissioned, entitle a member as indicated in subpars. B and C.

B. Ordered to a Vessel Not Specified as Unusually Arduous. Under orders to a vessel other than one described in subpar. C, transportation of the PCS weight allowance may be made to a combination of:

1. the vessel's homeport, and
2. NTS under par. U4710-C.

C. Ordered to a Vessel Specified as Unusually Arduous Sea Duty or Operating OCONUS for 1 Year or More. Under orders to a vessel which, after commissioning, will be unusually arduous sea duty or is contemplated to operate OCONUS for a continuous period of 1 year or more, HHG transportation of the PCS weight allowance may be made to a combination of:

1. any CONUS location the member specifies, and
2. NTS under par. U4710-C.

U4770 STORAGE IN CONNECTION WITH TDY OR DEPLOYMENT

A. Temporary Storage. Temporary storage is storage authorized as part of HHG transportation. A member is entitled to temporary storage of HHG within TDY weight allowance when:

1. ordered PCS with TDY en route or while on TDY (see par. U5345-C); or
2. ordered on TDY if the member's commanding officer, the order-issuing official, the destination transportation officer or other official at the TDY station designated by the Service concerned authorizes/approves the temporary storage as necessary.

The member must state in writing that temporary storage is necessary for reasons beyond the member's control. Par. U5375 applies to temporary storage under this paragraph, as appropriate. For entitlement to additional storage when a member is on TDY, or deployed for more than 90 days or for an indefinite period, while HHG are in temporary storage incident to a PCS, see par. U5375-B3.

B. Special Storage

1. General. Special storage includes any shipment, drayage, packing, and crating necessary to place HHG in, or remove HHG from, a designated storage facility. A commanding officer, the order-issuing official, or other officer designated by the Service authorizes/approves special storage under subpars 2 and 3. A member's PCS weight allowance applies. See par. U5380-A regarding storage facility selection.

2. TDY or Deployment for More Than 90 Days or for an Indefinite Period. Orders to TDY, deployment for more than 90 days, or for an indefinite period entitle members to special storage (not in connection with a PCS shipment). An individual named in subpar 1, must authorize/approve special storage, except for a member separated from the Service who:

- a. is entitled to home of selection entitlements under par. U5365-A, and
- b. has HHG in NTS under par. U5365-C at the time the member is recalled to active duty (see par. U5365-H).

3. TDY or Deployment of Members of the Reserve Components Called (Or Ordered) to Active Duty for Other Than Training Under Unusual or Emergency Circumstances. The Secretarial Process may authorize/approve special storage (not in connection with a PCS shipment) for members of the Reserve Components who are:

- a. called (or ordered) to active duty for other than training purposes under unusual or emergency circumstances or for the exigencies of the Service concerned, and
- b. ordered to TDY or deployment.

The TDY or deployment need not be in excess of 90 days or for an indefinite period. The par. U5345-B2 limitation to TDY weight allowances for HHG shipments for members of the Reserve Components called (or ordered) to active duty for less than 20 weeks does not apply; PCS weight allowances (see par. U5310-B) apply.

C. Nontemporary Storage. NTS incident to TDY is authorized only when a member is ordered on a PCS with TDY en route or while on TDY (par. U5345-C), and in the situations listed below. When NTS is authorized, the entitlement begins on the day orders are issued and continues as long as any of the following situations exist.

<u>Situation</u>	<u>Termination of Entitlement</u>
1. TDY without return to PDS or pending further assignment (par. U4750)	1. Day of departure from TDY station incident to orders assigning a new PDS
2. Indeterminate TDY (par. U4755)	2. Day of departure from last TDY station to proceed to new PDS
3. TDY pending assignment OCONUS or to a vessel (par. U4760)	3. Day of departure from last TDY station to proceed OCONUS or to the assigned vessel
4. TDY in connection with building, fitting out, converting or reactivating of a vessel and duty aboard when commissioned. (par. U4765)	4. Day of vessel's arrival at its assigned homeport

U4775 SHIPMENT OF HHG AFTER STORAGE

HHG stored under pars. U4750, U4755, U4760 and U5345-C1 may be shipped to any subsequent PDS. Also, HHG may be shipped to any point in CONUS under par. U5350, when applicable.

PART I: REIMBURSEMENT OPTIONS FOR MEMBERS ON TDY WITH A JOINT TASK FORCE

U4800 DEFINITIONS

- ★ A. Joint Task Force (JTF). A force composed of assigned or attached elements of the Army, the Navy, the Marine Corps, and the Air Force, or two or more of these Services, which is constituted and so designated by the SECDEF or by the commander of a unified command or an existing joint task force (as defined by Joint Publication 1-02, DoD Dictionary of Military and Associated Terms). For the purposes of this Chapter, the definition also includes Coast Guard.
- B. Operational Deployment. Those contingencies or other operations directed by the SECDEF in support of a United Nations (UN) or JTF mission. These include, but are not limited to, UN and JTF peacekeeping, nation building, and humanitarian missions; and operations against an actual or potential enemy. (See Appendix A for a definition of Contingency Operations.)
- C. Exercises. Those Service, CINC, or CJCS training military maneuvers or simulated wartime operations whose primary purpose is to enhance unit readiness and mission capability. For example, war games, field exercises, or maneuvers which may or may not involve more than one Service. Members/units are placed in field duty.
- D. TDY Options. The CINC or the JTF Commander determines the appropriate TDY option (which establishes the entitlement) after consultation with Service component commanders. The CINC or JTF commander must communicate this decision (including the appropriate meal rate) to the appropriate Services for inclusion in orders.. (**NOTE: JTF exercises must be field duty.**) The three TDY options (regular TDY, EUM, and field duty) are described below. This determination applies to all members temporarily assigned for operational deployment to a JTF performing duty under similar conditions within the same area of operations. For those members either (1) not located in the JTF area of operations but who are operating in a support capacity, or (2) are located in the JTF area of operations but are not part of the JTF, the Secretarial Process for each Service may direct a TDY option different than the one used for JTF members.
1. Regular TDY
 - a. Explanation. A member travels to one or more locations away from the PDS for the purpose of performing TDY ordinarily for less than 180 days (see par. U2145-B for exceptions and waiver authority to the 180 day limit). The member is reimbursed for lodging, meals and incidental expenses as indicated in par. U4125, or subpar. b.
 - b. JTF Temporary Dining Facilities. There are special meal per diem provisions for members when a JTF Temporary Dining Facility is set up to feed U.S. personnel deployed in support of the JTF mission. Members consuming meals at the JTF temporary dining facility pay the discount GMR for meals, and are reimbursed the discount GMR plus an incidental expense of either \$2.00 in CONUS or the applicable locality incidental rate (see [http: www.dtic.mil/perdiem/](http://www.dtic.mil/perdiem/)), or \$3.50 OCONUS when on a U.S. installation or the CINC or the JTF commander determines \$3.50 to be adequate. If the member's statement is accepted to support increased per diem for a missed meal at a JTF temporary dining facility, the member is entitled to the PMR (see par. U4125-A3b(1)(a) 3 and (b) 3) for that day. JTF members outside the AOR or en route to the AOR pay the full meal rate, and are reimbursed according to par. U4125.
 - c. Regular TDY Use. As a general rule, members on an operational deployment (see exceptions for exercises in subpar. 3 below) are on "regular" TDY.
 2. Essential Unit Messing (EUM)

a. Explanation. EUM may be required in a command or organizational unit when it enhances operational readiness or the conduct of military operations or is necessary for the effective conduct of training. Designation of EUM is applied only to organizational units, operational elements, or detachments; not to individual service members. The member is provided Government quarters, and to maintain unit readiness, is required to use Government messing. The member is paid the incidental portion of the daily M&IE rate.

b. Use. EUM may be used for operational deployments when the circumstances described above apply.

3. Field Duty (Appendix A)

a. Explanation. During field duty the member is subsisted in a Government mess or with an organization drawing field rations, and the member is serving with troops on maneuvers, war games, field exercises, or similar types of operations. Members are furnished Government quarters or are quartered in accommodations ordinarily associated with field exercises. Everything ordinarily covered by per diem is furnished and no per diem is paid. Note that a competent official may place members, furnished quarters and subsistence obtained by contract, in a field duty status.

b. Use. Members participating in the events discussed above and furnished quarters and subsistence should be placed on field duty.

- F. Excess Costs for Transportation of Boats as HHG
- G. Civilian Clothing of Recruits
- H. Storage
- I. Services
- J. Transportation of Replacement HHG Items
- K. Required Medical Equipment

U5315**Administrative Weight Limitations**

- A. General
- B. Entitlement
- C. Exceptions

U5317**HHG Transportation Entitlement Disallowed****U5318****Re-transportation of the Same HHG****U5320****Methods of Transportation**

- A. HHG
- B. Unaccompanied Baggage
- C. Government-Procured Transportation
- D. Personally-Procured Transportation and NTS
- E. Split Shipment

U5330**Factors Affecting HHG Transportation**

- A. Combining Weight Allowances When Husband and Wife Are Both Members
- B. Impact of Effective Date of Orders
- C. Orders Amended, Modified, Canceled or Revoked
- D. Improper Transportation
- E. Items of Extraordinary Value
- F. HHG and Mobile Home Allowances
- G. HHG Transportation Before Orders Issued

U5335**Determining the Net Weight**

- A. General
- B. Through Government Bill of Lading (TGBL) Transportation and Transportation at Personal Expense
- C. DPM Transportation
- D. Unaccompanied Baggage
- E. When Shipment Weight is Unobtainable
- F. Exceptions

U5340**Excess Charges**

- A. General
- B. HHG Transportation in Excess of Authorized Weight Allowance
- C. HHG Transportation in Excess of Authorized Distance
- D. Transportation of Unauthorized Articles
- E. HHG Transportation With Special Routing or Services Provided

U5345**Transportation Under Various Types of PCS Orders**

- A. Entrance Into the Service
- B. Called/Ordered to Active Duty
- C. PCS With TDY En Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment
- D. Courses of Instruction of 20 or More Weeks at one Location
- E. CONUS Area in to Which HHG Transportation is Prohibited
- F. Ordered to a CONUS Hospital
- G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation
- H. Ordered on PCS to a PDS in the Vicinity of Storage

U5350**Transportation Under PCS Orders to or from Sea Duty or OCONUS Duty**

- A. Ordered to and OCONUS PDS to Which HHG Transportation is Permitted
- B. Ordered from Shore Duty to Sea Duty
- C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances.
- E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
- F. Ordered from Sea Duty to an OCONUS Shore Duty PDS
- G. Ordered from Sea Duty to Sea Duty
- H. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport
- I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed
- J. Reassignment OCONUS Before the Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action

U5355**Local Moves**

- A. General
- B. Local Move Incident to Reassignment or PCS
- C. Local Move and NTS Incident to Assignment or Termination of Government Controlled Quarters
- D. Local Move and NTS Incident to Vacating Local Economy Quarters

U5360**Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay, Involuntary Separation, and Separation Under the VSI or SSB Program**

- A. General
- B. Storage
- C. Separation or Relief from Active Duty to Continue in the Service
- D. Separation or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for Less than 20 Weeks or Less Than 6 Months for Initial Active Duty for Training
- F. Member Required to Vacate Government or Government Controlled Quarters Upon Separation or Relief from Active Duty

PART D: HOUSEHOLD GOODS (HHG) TRANSPORTATION AND NONTEMPORARY STORAGE (NTS)

U5300 GENERAL

This Part prescribes PCS HHG transportation and NTS entitlements including those in unusual or emergency circumstances. See Appendix A for the definition of HHG transportation.

U5305 ELIGIBILITY

A member is entitled to HHG transportation or NTS when the member is ordered to perform a PCS move.

U5310 BASIC ENTITLEMENT

A. General. Subject to the conditions in this paragraph a member ordered on a PCS is entitled to HHG transportation. (See par. U5203 for dependent transportation.)

1. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (see subpar. B) in one lot between authorized places at the lowest overall cost (except for a DITY move) to the Government.
2. As used in this paragraph, a "former PDS" includes an individual's HOR.

3. If a member does not transport all the authorized HHG to a new PDS, a later shipment may be transported from a former PDS if:
 - a. the HHG were in the member's possession before the effective date of orders from that former PDS, and
 - b. the HHG previously transported plus the HHG being transported don't exceed the authorized weight allowance on the effective date of the orders from the former station.
4. HHG transportation includes temporary storage (see par. U5375), unless specifically prohibited.
5. For cases involving mobile home allowances, see par. U5330-F and Part F.
6. Unaccompanied baggage weight is always part of the member's authorized HHG weight allowance.

For a compelling reason, transportation of any HHG article to and/or from OCONUS may be prohibited through the Secretarial Process.

B. Prescribed Weight Allowances. Except as provided in pars. U5315 and U5330-A, PCS authorized weight allowances are :

WEIGHT ALLOWANCE TABLE (POUNDS)

Weight Allowance

Grade (1&3)	With Dependent(s) (2)	Without Dependent(s)
0-10 to 0-6	18,000	18,000
0-5 & W-5	17,500	16,000
0-4 & W-4	17,000	14,000
0-3 & W-3	14,500	13,000
0-2 & W-2	13,500	12,500
0-1, W-1 & Service Academy Graduates	12,000	10,000
E-9	14,500 (4)	12,000 (4)
E-8	13,500	11,000
E-7	12,500	10,500
E-6	11,000	8,000
E-5	9,000	7,000
E-4 (over 2 years service)	8,000	7,000
E-4 (2 years service or less)	7,000	3,500
E-3	5,000	2,000 (5)
E-2 & E-1	5,000	1,500 (5)
Aviation Cadets (6)		
Service Academy Cadets & Midshipmen		350

Footnotes to Table of PCS Weight Allowances

1. Members of reserve components and officers holding temporary commissions in the Army and Air Force of the United States are entitled to the weight allowances for corresponding grades listed.

2. For this table, members "with dependents" are members who have dependents eligible to travel at Government expense incident to the member's PCS. Actual dependent travel has no bearing. Incident to a member's *first PCS after*:

- a. the death of the member's dependent(s), or
- b. a divorce which leaves the member with no dependent(s) eligible to travel at Government expense,

the member has the weight allowance of a member "with dependents".

3. A member of the regular components of the Uniformed Services appointed from:

- a. an enlisted or warrant officer grade to a commissioned officer grade, or
- b. an enlisted grade to a warrant officer grade or rating,

is entitled to the weight allowance of the grade:

- a. held on the effective date of the member's PCS orders used for HHG transportation, or
- b. from which an appointment was accepted,

whichever is greater. Upon reversion, the member is entitled to the weight allowance of the grade:

- a. held on the effective date of the member's PCS order used for HHG transportation, or
- b. held before reversion,

whichever is greater.

4. A member selected as Sergeant Major of the Army, Chief Master Sergeant of the Air Force, Master Chief Petty Officer of the Navy, Sergeant Major of the Marine Corps, or Master Chief Petty Officer of the Coast Guard is entitled to a weight allowance of 17,000 pounds with dependents and 14,000 pounds without dependents under orders issued on or after the date of notification of receipt of selection to that office and for the remainder of the military career.

5. Member married to member couples, when both are E-3 or below, are entitled to a combined weight allowance of 5,000 pounds if there are otherwise no dependents.

6. Aviation cadets are entitled to the weight allowance for members in grade E-4.

C. Professional Books, Papers, and Equipment (PBP&E). A member is entitled to PBP&E transportation, when the member certifies the PBP&E as necessary for the performance of official duties. PBP&E is transported in the same manner as HHG, including incident to separation, relief from active duty or retirement, but aren't charged against the authorized weight allowances in subpar. B. When the items no longer qualify as PBP&E, they may be transported or placed in NTS incident to the next PCS as PBP&E. Failure to transport or place into NTS such articles on the next PCS results in loss of PBP&E status. Articles which lose their identity as PBP&E are HHG, if otherwise qualified.

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D. Additional Consumable Goods. A member, assigned to a PDS designated in Appendix F, Part I is entitled to transportation of consumable goods in addition to the authorized HHG weight allowance. The consumable goods must be for the personal use

of the member and/or dependents. OCONUS locations and their consumable goods weight allowances are contained in Appendix F, Part I. Instructions for adding a location to the list are contained in Appendix F, Part II.

E. Certain Articles Involving a Weight Additive. When HHG include an article, such as a boat, for which a weight additive is assessed by a carrier (as prescribed in the applicable tariff), the weight additive counts against the weight allowance in subpar. B. If the article also requires special packing, crating, and handling, the member is responsible for these expenses.

F. Excess Costs for Transportation of Boats as HHG. The following examples outline the method to determine excess cost, using various rates available from MTMC which might arise in connection with the movement of a boat.

EXAMPLE 1

Member on PCS from San Diego, CA to Washington, DC (2,595 miles).
Member is 0-6 with a weight allowance of 18,000 lbs.
Member transports HHG weighing 12,000 lbs. (net less 10%) and a boat (no trailer) weighing 20,000 lbs.
The lowest usable applicable Government Bill of Lading (GBL) rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 18,000 lbs. between authorized points is \$69.65/cwt.
The MTMC one-time-only (OTO) rate for movement of boat between authorized points is \$5,000.

EXCESS COST COMPUTATION

STEP 1:

Member's Maximum Entitlement.

Multiply the MTMC lowest usable applicable GBL rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight.

NOTE: If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable GBL times the member's maximum weight allowance.

HHG transported (net less 10%)		12,000 lbs.
Weight of boat		+20,000 lbs.
Total weight of HHG and boat		32,000 lbs.*
*Exceeds member's maximum weight allowance		
Member's maximum weight allowance (18,000 lbs. = 180 cwt)	180 cwt	
times lowest usable applicable GBL rate	x \$69.65/cwt	
Cost of member's maximum entitlement	\$12,537.00	

STEP 2:Actual Cost of HHG Transportation.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable GBL rate used, times the weight of HHG actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		\$ 5,000.00
Weight of HHG actually transported (12,000 lbs. = 120 cwt) times lowest usable applicable GBL rate	120 cwt x \$70.20/cwt =	+ \$ 8,424.00
Total		\$13,424.00

STEP 3:

Compare the results of STEPS 1 and 2.

In this case, the cost in STEP 2 is more than the cost in STEP 1.

The member owes the following excess:

Total STEP 2	\$13,424.00
Less STEP 1	- \$12,537.00
Difference (if negative amount enter zero)	\$ 887.00
Additional accessorial costs member owes (lift on/off charges)	+ \$ 300.00
Total cost member owes for transportation	\$ 1,187.00

EXAMPLE 2

Member on PCS from Scott AFB, IL to Andrews AFB, MD (790 miles).

Member E-6 (with dependents) with a weight allowance of 11,000 lbs.

Member transports HHG weighing 8,000 lbs. (net less 10%) and a 17' bass boat and trailer weighing 2,800 lbs.

The lowest usable applicable GBL rate (MTMC's D-X or discount rate plus the MaxPac rate) for HHG transportation of 11,000 lbs. between authorized points is \$39.05/cwt.

The MTMC OTO rate for movement of boat/trailer between authorized points is \$900.

EXCESS COST COMPUTATION**STEP 1:**Member's Maximum Entitlement.

Multiply the MTMC lowest usable applicable GBL rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight.

NOTE: *If the sum exceeds the member's authorized weight allowance, multiply the lowest usable applicable GBL rate, times the member's maximum weight allowance.*

HHG transported (net less 10%)		8,000 lbs.
Weight of boat		+ 2,800 lbs.
Total weight of HHG and boat		10,800 lbs.*
*Does not exceed member's maximum weight allowance		
Weight of HHG actually transported (10,800 lbs. = 108 cwt)	108 cwt	
times lowest usable applicable GBL rate	x \$ 39.05/cwt	
Cost of member's maximum entitlement	\$4,217.40	

STEP 2:Actual Cost of HHG Transportation.

Add the sum of the MTMC OTO rate for the boat and the lowest usable applicable GBL rate, times the weight of HHG actually transported, other than a boat.

OTO single factor (flat) rate for moving boat		\$ 900.00
Weight of HHG actually transported (8,000 lbs. = 80 cwt)	80 cwt	
times lowest usable applicable GBL rate	x \$39.05/cwt =	+ \$3,124.00
Total		\$4,024.00

STEP 3:

Compare the results of STEPS 1 and 2.

In this case, the cost in STEP 2 is less than the cost in STEP 1.

The member doesn't owe any excess:

Total STEP 2	\$4,024.00
Less STEP 1	- \$4,217.40
Difference (if negative amount enter zero)	\$ 000.00
Additional accessorial costs member owes	+ \$ 000.00
Total cost member owes for transportation	\$ 000.00

EXAMPLE 3

Member on PCS from Ft Clayton, Panama to Ft Benning, GA.

Member is E-6 (with dependents) with a weight allowance of 11,000 lbs.

Member transports HHG weighing 7,000 lbs. (net less 10%) and a 22' sailboat and trailer weighing 1,834 lbs.

The lowest usable applicable GBL rate (MTMC's I-X single factor international rate) for HHG transportation of 11,000 lbs. between authorized points is \$40.45/cwt.

The MTMC OTO rate for movement of boat between authorized points is \$4,055.86.

EXCESS COST COMPUTATION**STEP 1:****Member's Maximum Entitlement.**

Multiply the MTMC lowest usable applicable GBL rate times the sum of the weight of HHG transported (if any) plus the boat's actual weight.

NOTE: If the sum exceeds the member's maximum authorized weight allowance, multiply the lowest usable applicable GBL rate, times the member's maximum weight allowance.

HHG transported (net less 10%)		7,000 lbs.
Weight of boat		+ 1,834 lbs.
Total weight of HHG and boat		8,834 lbs.*
*Doesn't exceed member's authorized weight		
Weight of HHG and boat actually transported (8,834 lbs. = 88.34 cwt)	88.34 cwt	
times lowest usable applicable GBL rate	x \$ 40.45/cwt	
Cost of member's maximum entitlement	\$3,573.35	

STEP 2:**Actual Cost of HHG Transportation.**

Add the sum of the MTMC international OTO rate for the boat and the lowest usable international OTO HHG rate times the weight of HHG actually transported, other than a boat.

NOTE: When HHG including a boat are transported OCONUS together, the HHG are transported at an OTO HHG rate also.

International OTO rate for moving boat		\$4,055.86
Weight of HHG actually transported (7,000 lbs. = 70 cwt)	70 cwt	
times lowest usable applicable international OTO HHG rate	x \$79.00/cwt =	+ \$5,530.00
Total		\$9,585.86

STEP 3:

Compare the results of STEPS 1 and 2.

In this case, the cost in STEP 2 is more than the cost in STEP 1.

The member owes the following excess:

Total STEP 2	\$ 9,585.86
Less STEP 1	- \$ 3,573.00
Difference (if negative amount enter zero)	\$ 6,012.86
Additional accessorial costs member owes	+ 000.00
Total cost member owes for transportation	\$ 6,012.86

NOTE 1: All rates used in the above examples are for illustrative purposes only. MTMC domestic rates plus MaxPac rates for domestic shipments, and MTMC International single factor rates for international shipments, change periodically. In the above examples, these rates are shown as D-X or I-X rates. The above examples are designed to establish a standardized procedure to compute excess costs incurred for transportation of a boat as HHG.

NOTE 2: If boat is under 14' in length and no boat trailer is involved, or if it's a dinghy or scull of any size, the normal JFTR method of computing excess cost applies.

NOTE 3: Members are responsible for all additional accessorial arrangements and costs related to the boat, including "lift-on" and/or "lift-off" services.

G. Civilian Clothing of Recruits. Recruits, required by Service regulations to dispose of civilian clothing when they receive their uniform clothing, are authorized transportation of up to 50 pounds of civilian clothing to their HORs.

H. Storage. HHG temporary storage is part of HHG transportation (par. U5375). NTS may be authorized/approved as an alternative to HHG transportation of any or all of a member's HHG.

I. Services. Incident to HHG transportation, the HHG are packed, crated, unpacked and uncrated, drayed and hauled (as necessary). Drayage or hauling includes the use of special rigging and equipment for heavy or delicate articles and handling including, but not limited to, any combination of the following:

1. at point of origin:
 - a. from quarters to packing/crating facility and/or to place of storage;
 - b. from packing/crating facility to quarters, when a portion of the HHG, after being packed and crated, is to be joined with the remainder of the HHG;
 - c. from packing/crating facility to place of storage;

d. to carrier's station from quarters, packing/crating facility, and/or place of storage.

2. en route or in transit, such as from:

- a. incoming carrier's station to place of storage;
- b. place of storage to outgoing carrier's station;

c. incoming carrier's station to outgoing carrier's station.

3. at destination from:

- a. carrier's station to quarters and/or place of storage;
- b. place of storage to quarters.

J. Transportation of Replacement HHG Items.

When a member's original HHG shipment is destroyed or lost during transportation, through no fault of the member, replacement HHG may be transported as though the original shipment was improperly transported or unavoidably separated from the member (B-229189, December 9, 1988). The member's full weight allowance is authorized for the replacement shipment.

- ★ K. Required Medical Equipment. Medical equipment necessary for medical treatment authorized under Title 10, U.S.C., required by a member/dependent (who is entitled to medical care under Title 10, U.S.C.). Required medical equipment:

1. may be shipped in the same manner as PBP&E (see subpar. C),
2. does not include a modified POV, and
3. must be certified by an appropriate Uniformed Services health care provider as necessary for medical treatment of the member/dependent authorized under title 10, U.S.C.

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in this paragraph and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is entitled to HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

- ★ B. Entitlement. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place where Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,000 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus transportation of unaccompanied baggage. See subpar. C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is entitled individually to transportation of unaccompanied baggage, PBP&E (see U5310-C), and required medical equipment (see U5310-K).

C. Exceptions.

1. General. Administrative weight limitations do not apply:

- a. to shipments from nonforeign OCONUS areas to any location where there's no Service administrative weight limitation;

- b. to members with a weight allowance of less than 2,000 pounds; or
- c. to members on duty as U.S. Defense Attaches.

2. Government Furnishings Unavailable. When an item of Government furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance, may be authorized/approved through the Secretarial Process in the following circumstances:

- a. the member is assigned COT from an unrestricted to a weight restricted area;
- b. the member extends a tour for one year or longer within the same weight restricted area;
- c. additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or
- d. circumstances exist that would cause undue hardship if the weight restriction were enforced.

NOTE: *The combined weights of stored HHG plus transported HHG shall not exceed the weight allowance in par. U5310-B.*

4. Additional HHG at Member's Expense. Additional HHG may be transported on a Personal Property Government Bill of Lading (PPGBL). The member must pay the cost of transporting the excess weight.

U5317 HHG TRANSPORTATION ENTITLEMENT DISALLOWED

HHG transportation entitlement does not exist for members (See par. U5203-B for related dependent transportation:

1. of reserve components when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);
2. on leave;

3. who are in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-D1, U5370-D8 (see also par. U5240-D2, item h), and U5370-J;
4. serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such members who have dependents, see pars. U5370-D1, U5370-D8 (see also par. U5240-D2, item h), and U5370-J);
5. under orders to a course of instruction of less than 20 weeks duration (except HHG within the TDY weight allowance may be transported);
6. called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);
7. when less than 12 months remain in an OCONUS tour after the scheduled arrival date of the HHG at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;
8. transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation shall not be made for a member's convenience to some other place for re-transportation later.

U5320 METHODS OF TRANSPORTATION

A. HHG. HHG transportation is authorized by the transportation mode which provides the required services satisfactorily at the best value to the Government.

B. Unaccompanied Baggage. Unaccompanied baggage transportation is authorized by an expedited

mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. Unaccompanied baggage in excess of 1,000 pounds (net) may be transported if authorized in accordance with Service regulations.

C. Government Procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with subpar. A.

D. Personally-Procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Reimbursement claims should be prepared and submitted in accordance with Service regulations (see par. U1010-B7). The Government's cost limit is linked to the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) (See par. U5385.)

NOTE: Members who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Forces Agreement (SOFA), import/export processes, tariffs, customs, etc.

1. Government-Procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is entitled to reimbursement of the actual cost

- a. when a shipping or transportation officer is not available, or
- b. the member is instructed by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

(See Transportation of HHG in Appendix A and NTS in par. U5380.) The cost of the direct hire or rental of a conveyance (with or without operator) and/or hire of an operator of a conveyance is included as part of the actual cost. The special routing and services in par. U5340-E are not included as part of the actual cost.

2. Government-Procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is entitled to:

- a. reimbursement of the actual cost not to exceed the Government's constructed transportation and/or NTS cost, or
- b. payment of a monetary allowance equal to 95% of the Government's constructed cost

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructive cost.

b. When Weight Certificates are Unobtainable. Through the Secretarial Process, use of constructive weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

- (1) a public scale or a Government scale was not available; or
- (2) if HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructive weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructive HHG weight. When Government-procured transportation and/or NTS is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess shall be charged to the member.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

E. Split Shipment. A member may ship HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed:

1. the member's authorized HHG weight allowance, and
2. the cost of Government-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

U5330 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances When Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to:

1. a joint residence in the vicinity of the new PDS of the member remaining on active duty from which that member is to commute to the new PDS, or
2. a joint residence being established by both retirees/separatees at the HOS/HOR (limited by the lesser entitlement.)

If one member/spouse dies, see par. U5372-H for the authorized weight allowance of the surviving spouse/member.

B. Impact of Effective Date of Orders. The entitlement to HHG transportation accrues and becomes fixed on the effective date of PCS orders. Except as authorized in par. U5370-H for members reduced in grade, the weight allowance is based on the grade held on the effective date of the orders authorizing the HHG transportation.

C. Orders Amended, Modified, Canceled, or Revoked. HHG transported after PCS orders are received shall be transported to the proper destination at Government expense when the orders are later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370 and U5372, improperly transported or otherwise unavoidably

misdirected, through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the best value to the Government, and not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments shall be charged against the weight allowance in par. U5310-B.

F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and this subparagraph, HHG transportation is not authorized for members who elect mobile home allowances.

2. PCS Between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska.

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When concurrent travel of dependents is authorized or is to be authorized within 20 weeks and dependent travel shall not be performed by all the dependents, a member is entitled to:

- (1) HHG and unaccompanied baggage transportation to the OCONUS PDS, and
- (2) mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized, and mobile home

allowances are elected to a designated place in CONUS or Alaska, the member is entitled to HHG and unaccompanied baggage transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at Government expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who's returned to CONUS or Alaska under PCS orders and who elects mobile home allowances within CONUS or Alaska, also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member is not entitled to HHG or unaccompanied baggage transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

- (1) whose dependents are returned to CONUS or Alaska under par. U5240, and
- (2) who elects mobile home allowances within or between CONUS or Alaska under par. U5540-A,

also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the designated place, except for items of HHG removed from the mobile home to meet safety requirements.

b. A member:

- (1) whose dependents are returned from Alaska to CONUS under par. U5240-D, and
- (2) who elects mobile home allowances from Alaska to CONUS, is not entitled to HHG or unaccompanied baggage transportation, except for items of HHG removed from the mobile home to meet safety requirements.

4. Mobile Home Delivery Not Completed

a. General. When mobile home delivery at the authorized destination is precluded by circumstances beyond the member's control, HHG transportation is authorized as in subpars. b and c.

b. Mobile Home Transported by Government-Procured Transportation. When a Government-procured transporter fails to deliver a mobile home at destination, HHG transportation is authorized. The total cost of HHG transportation may not exceed what would have been payable under par. U5510-A, if the mobile home had been delivered at the destination, less any cost to the Government for mobile home transportation to the point of breakdown.

c. Mobile Home Transported by Member. When a member or a personally-procured commercial transporter fails to complete the delivery of a mobile home, at destination, HHG transportation is authorized. The total cost of the HHG transportation may not exceed what would have been payable under par. U5510-A, if the mobile home had been transported by Government-procured transportation to the authorized destination, less the amount of mobile home allowances payable under par. U5510-B for mobile home transportation to the point of breakdown.

5. HHG Removed from Mobile Home to Meet Safety Requirements. HHG, which must be removed from a mobile home to meet safety requirements, may be transported at Government expense. The cost of transporting these HHG shall be deducted from the total cost of what it would have cost the Government to transport the member's maximum authorized HHG weight to determine the member's cost limit on mobile home shipment under par. U5505.

G. HHG Transportation Before Orders Issued

1. General. Except as indicated in subpar. 2, HHG transportation (before PCS orders are issued) is authorized if the request for transportation is supported by a:

- a. statement from the PCS order-issuing official or a designated representative that the member was advised before such orders were issued that they would be issued;

- b. written agreement signed by the applicant to pay any additional costs incurred for transportation to another point required because the new PDS named in the orders is different than that named in a statement prescribed in item a; and

- c. written agreement to pay the entire cost of transportation (if PCS orders are not later issued to authorize the transportation) is signed by the applicant. The length of time before the PCS orders are issued, during which a member may be advised that orders are to be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date on which the orders are actually issued. General information furnished to the member concerning the issuance of orders before the determination is made to actually issue the orders (such as time of eventual release from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from OCONUS duty) is not advice that the orders are to be issued (52 Comp. Gen. 769 (1973)).

2. Members Assigned to Vessels Preparing to Enter Overhaul. HHG transportation before PCS orders are issued is authorized for members assigned to a vessel which has been scheduled for an overhaul, provided the order-issuing official or the designated representative provides a statement that the vessel's homeport is to be changed incident to the overhaul. This statement may be issued when there's less than 90 days between the time of specific overhaul site determination and the actual departure of the vessel to such site. If the scheduled vessel overhaul is canceled, subpar. C above applies (59 Comp. Gen. 509 (1980)).

U5335 DETERMINING THE NET WEIGHT

A. General. The weight allowances are the actual weights of unpacked and uncrated HHG. They do not include accompanied baggage transported free of charge. When practical, the actual weight of unpacked and uncrated HHG should be established before packing and used in determining if the weight allowance has been exceeded. When the actual weight of unpacked and uncrated HHG is unknown, the weight is determined under subpars. B, C, or D.

B. Through Government Bill of Lading (TGBL) Transportation and Transportation at Personal Expense. When the actual weight of unpacked and uncrated HHG is unknown and the transportation, either in CONUS or between CONUS and OCONUS, is made by TGBL or similar method at personal expense, allowance shall be made for the weight of interior packing materials. The weight is determined by subtracting 10 percent from the shipment net weight as shown on the shipping documents which includes the weight of the interior packing.

C. DPM Transportation

1. Standard Overseas Shipping Boxes. When HHG are transported by DPM in standard overseas shipping boxes (for example, type II containers or Government owned CONEX transporters) and only the gross weight and the weight of the shipping boxes is known, weight is determined by subtracting 20 percent from the difference between the gross weight of the loaded container and the stenciled weight of the empty container. When only the shipment gross weight is shown on the shipping document, the weight is determined by reducing the gross weight by 50 percent.

2. Crated Transportation Method. When the actual weight of unpacked and uncrated HHG is unknown and transportation is in crated condition by DPM, the weight is determined by subtracting 50 percent from the weight upon which transportation charges are based.

- ★ D. Unaccompanied Baggage. When transportation is by TGBL or DPM, and the net weight of unaccompanied baggage is unknown, the weight is determined by subtracting 50 percent from the gross weight shown on the shipping documents. When the unaccompanied baggage shipment includes PBP&E and/or required medical equipment, the PBP&E weight and/or required medical equipment weight must be shown separately on the bill of lading.

E. When Shipment Weight Is Unobtainable. If the HHG or unaccompanied baggage shipment weight is unobtainable by the methods in subpars. B, C, or D, the weight is 7 pounds per cubic foot for all shipments, except dwelling-to-dwelling shipments within Germany, which is 5.7 pounds per cubic foot.

F. Exceptions. When, through no fault of the member, the shipment tare weight exceeds the allowances prescribed in subpars. B and C, the appropriate official may deviate from these allowances.

U5340 EXCESS CHARGES

A. General

1. Transportation. The member is liable for all transportation costs arising from the services listed, if the constructive cost to the Government of the authorized weight is exceeded:

- a. transportation of HHG in excess of the authorized allowance;
- b. transportation for distance in excess of that between authorized places;
- c. transportation in more than one lot (other than an unaccompanied baggage shipment authorized under par. U5320-B to be transported separately from the HHG shipment, and expedited transportation of items of extraordinary value when authorized under par. U5330-E);
- d. transportation of unauthorized articles; and
- e. special services requested by the member incident to HHG transportation.

2. NTS. The Government's maximum obligation for NTS is the cost of storage of the difference between the member's weight allowance prescribed in par. U5310-B and the weight of HHG transported incident to the same PCS orders. If the weight of the HHG in NTS plus the weight of the HHG transported on the same orders exceeds the member's prescribed weight allowance, the Government may pay the costs associated with storage of the excess weight if requested to do so by the member. Costs for storage of the excess weight must be collected from the member (see par. U1010-B8).

B. HHG Transportation in Excess of Authorized Weight Allowance

1. Only One Shipment Made on PCS Orders. When the member makes only one shipment (that is, nothing is placed in NTS) the total cost of transportation, less the cost of transporting unauthorized articles as determined in subpar. D, shall be prorated on the basis that the member bears the portion that the excess net weight bears to the total net weight transported. For example, if a member with a weight allowance of 8,000 pounds transports 8,500 pounds of authorized articles, the

PART F2: TRAVEL WHEN PER DIEM NOT AUTHORIZED

<u>Paragraph</u>	<u>Contents</u>
U7125	Travel When Per diem Not Authorized <ul style="list-style-type: none">A. Orders to Active Duty - no PDS DesignatedB. Undergoing ProcessingC. TDY Station Changed to PDSD. Bedpatient or InpatientE. Assignment to Rehabilitation Center or ActivityF. Members of Missions

PART F3: MEMBERS ASSIGNED TDY AS OBSERVERS TO UN PEACEKEEPING ORGANIZATIONS

<u>Paragraph</u>	<u>Contents</u>
U7140	Member's Assigned TDY as Observers to UN Peacekeeping Organizations

PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY

<u>Paragraph</u>	<u>Contents</u>
U7150	Reserve Component Travel <ul style="list-style-type: none">A. Active Duty With PayB. Active Duty Without PayC. Inactive Duty Training With PayD. Active Duty Training Without PayE. SROTC MembersF. Travel Allowances for Member Entitled to Medical and Dental CareG. Funeral Honors DutyH. Station Allowances
U7155	Retired Members Called (or Ordered) to Active Duty With or Without Pay
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PART H: LEAVE TRAVEL AND TRANSPORTATION

<u>Paragraph</u>	<u>Contents</u>
U7200	Leave Between Consecutive Overseas Tours (COT) <ul style="list-style-type: none">A. EntitlementB. SchedulingC. Reimbursements

U7205	Transportation in Personal Emergencies
	A. Entitlement
	B. Eligibility
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U7206	Personal Emergencies for Members on TDY or Away from Homeport
U7207	FEML Transportation
	A. Policy
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U7220	Recall from Leave
	A. Member's Responsibility
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PART I: TRAVEL OF MEMBERS IN CONNECTION WITH PHYSICAL EXAMINATION OR ILLNESS

<u>Paragraph</u>	<u>Contents</u>
U7250	Definitions of Terms Used in This Part
	A. Escort
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U7251	Members on TDRL Required to Submit to Periodic Physical Examination
	A. General
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U7252	Transfer of Member Patients, Including Insane or Mentally Incompetent Patients, to or from Hospital or to Home
	A. Patients With or Without Attendants or Escorts
	B. Travel of Attendants or Escorts
	C. Transportation in Kind
U7253	Discharged from St. Elizabeth's Hospital or Other Department of Health and Human Services Hospitals, or Veterans Administration Hospitals
	A. Discharged from Service Upon Entry Into Hospital
	B. Not Discharged from Service Upon Entry Into Hospital

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, per diem or AEA is payable at any location where the duty is for less than 20 weeks as provided for TDY in Chapter 4.

Effective 1 November 1999

d. Active Duty and Active Duty Extensions (Other Than Training) of 140 or More Days

(1) Except when paid station allowances under subpar. G2, a member away from home for other than training purposes who is called to active duty for:

- (a) a period of 140 or more days, or
- (b) less than 140 days but extended to be 140 or more days (from the extension date),

may be authorized per diem for the entire period if the call to active duty/extension is required by:

- (c) unusual circumstances,
- (d) emergency circumstances, or
- (e) exigencies of the Service concerned,

as determined by the Secretarial Process.

(2) Per diem, travel and transportation allowances, when authorized are paid as for any member on TDY.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in subpar. 4c(1), per diem or AEA is computed under Chapter 4.

B. Active Duty Without Pay

1. Standby Reserve. There is no entitlement to travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

2. Others. Other reserve component members who perform duty described in subpar. A without pay may be entitled to occasional meals, quarters, or the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations, including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved. They are not entitled to per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).

C. Inactive Duty Training With Pay

1. General. The following definitions apply to this subparagraph.

- a. Assigned Unit. For travel allowance purposes, a reserve member's assigned unit is the designated post of duty.
- b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member's assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Entitlement. There is no entitlement to travel or transportation allowances for:

(1) inactive duty training at the:

- (a) training duty station,
- (b) drill site,
- (c) city/town where the assigned unit is located, or in the
- (d) local area of assigned unit or home, or

(2) travel between home and:

- (a) the assigned unit,
- (b) the place of attendance at unit training assemblies, or
- (c) the place of duty instead of a unit training assembly.

★ b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

- (1) training duty station,
- (2) drill site, or
- (3) city/town,

may be authorized/approved under Chapter 3, Part F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

★ Example 1: A member's home is Springfield, VA, and assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles $(38 - 18) @ \$0.325 = \6.50 .

★ Example 2: A member's home is St. Louis, MO, and assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Washington National and takes subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local area. The member flies to Washington National and takes a taxi to Andrews AFB, MD (850 miles from St. Louis). The member is due reimbursement for 8 miles $(850 - 842) \times 2$ (roundtrip) $@ \$0.325 = \5.20 .

3. Travel from Home/Assigned Unit to TDY Station

a. Entitlement. A member directed to travel from the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member travels directly from home to Dover, DE. The member is due travel cost from Salt Lake City, UT to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

4. Travel from a Location Other than Home/Assigned Unit to a TDY Station

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member is authorized to travel from another location, Chicago, IL. The member is due travel cost from Chicago, IL to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

5. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not entitled to travel and transportation allowances.

★ b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less distance from home to assigned unit.

Example: A member's home is Springfield, VA, assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX to the Pentagon (1315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1315 NTE 16 – 9 = 7) x 2 (round trip) @ \$0.325 = \$4.55.

6. Reimbursement of Service Charges for Transient Government Housing Use. Reservists not entitled to per diem or AEA, who occupy transient Government housing (while performing inactive duty training with pay) may be reimbursed the actual cost of lodging.

D. Inactive Duty Training Without Pay

1. Standby Reserves. There is no entitlement to travel and transportation allowance for members of the Standby Reserve of the Armed Forces who voluntarily perform inactive duty training without pay.

2. Other Than Standby. Other members authorized to perform inactive duty training without pay are entitled to travel and transportation allowances in subpar. C.

Reservists not entitled to per diem or AEA, who occupy transient Government housing while performing inactive duty training without pay, may be reimbursed the actual cost of lodging.

E. SROTC Members

1. Applicability. This subparagraph applies to designated SROTC applicants and members appointed under 10 U.S.C. §2104 and §2107.
2. Advanced Training (10 U.S.C. §2104)
 - a. Transportation for Field or At-Sea Training. SROTC Advanced Training members or designated applicants are authorized transportation between home or the location of the SROTC unit, as specified in the orders, and the authorized field or at-sea training site.
 - b. Transportation for Examination or to Observe. SROTC Advanced Training members or designated applicants may be furnished transportation and subsistence, or be paid mileage as prescribed in subpars. c and d for travel to and from installations: 1) for medical or other examinations, 2) to observe military functions or operations, or 3) for other observations deemed appropriate by the Service concerned.
 - c. Transportation and Meals. Government or Government-procured transportation and Government-supplied meals are authorized.
 - d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under subpars. a or b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.
 - e. Mixed Modes. If travel under subpar. a or b is by mixed modes, entitlement is to the automobile mileage (no per diem) for the distance of the ordered travel up to the constructive cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).
 - f. Per Diem Not Authorized. There is no per diem entitlement for members and designated applicants appointed under 10 U.S.C. §2104 (53 Comp. Gen. 957 (1974)).
 - g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Government quarters or mess are available (B-195791, March 31, 1980). Reimbursement for the cost of occasional meals/quarters is made in accordance with par. U4510.
3. Financial Assistance Program for Cadets or Midshipmen in SROTC (10 U.S.C. §2107)
 - a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is entitled to PCS allowances in Chapter 5, Part B, but they may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Entitlement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was in connection with appointment.
 - b. Travel Under TDY Orders. TDY travel entitlements are the same as the travel and transportation allowances prescribed for cadets and midshipmen of the Service academies in par. U7001 for TDY, except while performing field or at-sea training when both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the orders) to the place designated for field or at-sea training and return. For the purpose of this subparagraph, a Government mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before members depart

from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the orders).

c. Travel Upon Discharge. Upon discharge from the Financial Assistance Program, members are entitled to the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 U.S.C. §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is entitled to the PCS allowances in Chapter 5, Part B. The entitlement is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the orders.

★ F. Travel Allowances for Member Entitled to Medical and Dental Care. A member, entitled to medical or dental care under 10 U.S.C. §1074a for an illness, disease, or injury incurred or aggravated while:

1. on active duty for a period of 30 days or less;
2. on inactive duty training;
3. on funeral honors duty;
4. traveling directly to or from the place where the member performs or has performed the duty in items 1-3; or
5. remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is entitled to travel and transportation allowances in Chapter 3 and 4 for TDY for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no entitlement.

★ G. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for TDY under Chapters 3 and 4.

★ H. Station Allowances

1. General. A member of a reserve component, called (or ordered) from a residence OCONUS to active duty/active duty for training, is entitled to station allowances in Chapter 9 in the circumstances described in subpars. 2, 3 and 4. When a member is authorized station allowances at the with-dependent rate for the PLEAD, there are no command sponsorship requirements. The only requirement is that the member must reside permanently in the area concerned at the time called (or ordered) to active duty (55 Comp. Gen. 135 (1975)). See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH regulations for members of reserve components called (or ordered) to active duty from Alaska or Hawaii locations.

2. Called to Active Duty for 20 or More Weeks. Except as provided in subpar. 3, a member of the reserve component called (or ordered) to active duty from a location OCONUS for 20 or more weeks at one location is entitled to station allowances for the location from which called (or ordered) to active duty, beginning on the day the member is entitled to a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty orders. Entitlement to station allowances for the PDS location begins on the day the member reports at that location. A member called (or ordered) to active duty

from a location in the CONUS for 20 weeks or more at one location is entitled to station allowances in the same manner as a regular member.

3. Called (or Ordered) to Active Duty for 20 or More Weeks But Not Authorized HHG Transportation. Except when transportation of HHG is authorized, a member of a reserve component called or ordered to active duty (other than for training), and a DoD retired member ordered to active duty under 10 U.S.C. §688(a), for 20 or more weeks at one location, away from the member's OCONUS principal place of residence (at the time called or ordered to active duty) shall be:

- a. considered to be assigned to duty at that residence, and
- b. be paid station allowances at the rate for that location.

Shipment of HHG under TDY orders in accordance with Chapter 4, Part H, does not affect this entitlement. Entitlement to station allowances begins on the day the member is entitled to a housing allowance. Per diem is payable as indicated in par. U7150-A4d.

4. Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of a reserve component called (or ordered) to active duty from an OCONUS location for less than 20 weeks is entitled to station allowances: 1) if the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation"); or 2) whenever there is no per diem entitlement. The member is entitled to station allowances at the rate prescribed for the location of the member's principal place of residence at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)).

U7155 RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for periodic physical examinations covered by par. U7250, retired members (including those on the TDRL and members in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, are entitled to travel and transportation allowances as provided in par. U7150 for members of the reserve components.

U7175 MUSTER DUTY ALLOWANCE FOR READY RESERVE

A member of the ready reserve (not a member of the National Guard or the Selected Reserve) is entitled to an allowance for muster duty if that duty is for at least 2 hours (37 U.S.C. §433). The amount of such allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the year preceding the calendar year in which the muster duty is performed. See par. 570106 of the DoD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DoD and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard:

Effective 1 January 2000
Muster Duty Pay is \$146.31

PART H: LEAVE TRAVEL AND TRANSPORTATION

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)

A. Entitlement. Eligible members and their eligible dependents, if any, are entitled to the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. ***NOTE: No cruise or tour packages.***

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
 - a. consecutive tour of duty at the same (old) PDS, or
 - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) one of the tours is unaccompanied, or
 - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for their PDSs.
2. Eligible Dependents. An eligible dependent is one who:
 - a. is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on
 - (1) the last day of the member's first tour at the old OCONUS PDS; or
 - (2) the effective date of the member's PCS to the new OCONUS PDS;
 - b. is command sponsored for both tours;
 - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. accompanies the member during both tours.
3. Authorized Locations
 - a. Travel between authorized locations is travel:
 - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS; or
 - (2) from the old to the new OCONUS PDSs via an authorized destination.
 - b. An authorized destination is the member's HOR or a place no farther distant. In addition, the Secretarial Process may authorize/approve any other destination.
 - c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.
 - d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in subpar. U5120-G.
 - e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see subpars. U5120-B or C (members) and U5218 (dependents).

★ B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS. A member and/or dependents whose HOR is in CONUS and who must travel through CONUS to get to the new PDS may perform COT leave travel after PCS travel only if separate COT leave travel is authorized/approved in accordance with Service regulations.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Deferred COT leave travel must begin within a year after the member:

- a. begins the consecutive tour at the old OCONUS PDS, or
- b. reports to the new OCONUS PDS.

Exception to Time Limit for Contingency Operation: (Effective 1 November 1995) If unable to travel within a year because of duty in connection with a contingency operation, members and dependents may defer travel for an additional year after that duty ends.

C. Reimbursements

1. Member-Procured Transportation

a. *A member, directed to use Government or Government-procured transportation for COT leave travel, who procures other transportation at personal expense, shall not be reimbursed.*

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see subpar. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is entitled to MALT PLUS under subpar. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:

- a. travel is to other than an authorized location, or
- b. a member elects:
 - (1) transportation under par. U7305, or
 - (2) either option available in lieu of transportation under par. U7305.

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

A. Entitlement. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DODD 1327.5 (Leave and Liberty) for DoD Services and/or Service regulations (see par. U1010-B9)) are entitled to transportation between authorized locations. They are entitled to commercial transportation if space-required Government transportation is not reasonably available.

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations
2. For eligible dependents, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under subpar. U5242-A incident to the burial of a deceased member.
3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Members. Eligible members are those:
 - a. on permanent duty OCONUS,
 - b. assigned to an OCONUS ship or unit operation, or
 - c. with OCONUS domiciles who are on permanent duty in CONUS.
2. Eligible Dependents. Eligible dependents are those who:
 - a. are command sponsored and reside OCONUS with the member,
 - b. reside at an OCONUS location and for whom the member receives a station allowance, or
 - c. reside in CONUS and the member:
 - (1) is on permanent duty OCONUS, or
 - (2) has an OCONUS domicile and is on permanent duty in CONUS.
3. Domicile. As used in this paragraph, domicile is a member's HOR or place:
 - a. from which first called (or ordered) to active duty,
 - b. of first enlistment, or
 - c. of permanent legal residence.

A member's domicile is relevant to personal emergency transportation entitlement only if the member is stationed in CONUS. A dependent's domicile is not relevant.

C. Authorized Locations. Eligible members and eligible dependents are authorized transportation from an originating location to a destination point. They are authorized return transportation from the destination point to the originating location or PDS, if transportation is provided to the destination point under this paragraph.

1. Members and Dependents OCONUS. For members described in subpars. B1a and b and dependents described in subpar. B2a and b:
 - a. Authorized originating locations are:
 - (1) a member's PDS;
 - (2) dependents' other OCONUS location; or

(3) member's or dependents' location when notified of the personal emergency;

b. Authorized destination points are:

Effective 5 October 1999

(1) Either:

(a) the CONUS international airport nearest to the location from which the member/dependents departed to which a scheduled direct flight is available along a normally traveled international route; or

(b) any other CONUS airport that is closer to the traveler's destination if the cost of the transportation to the other airport is less than the cost of transportation to the international airport described in (a) above; (**NOTE: This creates a cost limit to be used for transportation.** Example: Member's PDS is Stuttgart. Emergency leave is approved with leave location in Cleveland, Ohio. Next available flight departs Stuttgart International Airport with routing through London International Airport to JFK International Airport (NY), the closest CONUS international airport to Stuttgart. The cost for transportation paid by the Government from Stuttgart to Cleveland may not exceed the cost for transportation from Stuttgart International Airport through London International Airport to JFK International Airport (NY). (OCONUS connections along the route of travel are permissible.)); or

(2) an airport in a nonforeign OCONUS area (see Appendix A); or

(3) any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no entitlement to one-way emergency leave transportation from CONUS back to an OCONUS PDS.

2. Members and Dependents in CONUS. For members described in subpar. B1c and dependents described in subpar. B2c:

a. Authorized originating locations are the international airports nearest the:

(1) member's PDS, or

(2) member's or dependents' location when notified of the personal emergency.

b. Authorized destination points are:

(1) an international airport in a nonforeign OCONUS area; or

(2) any other OCONUS location, as determined by the Secretarial Process.

U7206 PERSONAL EMERGENCIES FOR MEMBERS ON TDY OR AWAY FROM HOMEPORT

Members on TDY away from the PDS, or assigned to a ship or unit operating away from its homeport, are entitled to personal emergency transportation from the TDY or unit location or ship to the PDS, homeport, or other location and return (if applicable). Space-required Government transportation must be used if reasonably available, otherwise transportation entitlements are the same as if traveling on TDY. Transportation cost reimbursement for travel to another location shall not exceed transportation costs to the PDS or homeport.

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEMPL) TRANSPORTATION

A. Policy. FEMPL policy is established in DoD Directive 1327.5 (Leave and Liberty), subpar. F-19.

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B. Eligibility

1. Members. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.
2. Dependents. Dependent(s) are eligible for FEML if they:
 - a. are command sponsored, and
 - b. reside with the member at the FEML PDS.

C. Limitation1. Number of FEML Trips

- a. The number of FEML trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

<u>Tour Length</u>	<u>Number of FEML Trips Authorized</u>
a. at least 24 months, but less than 36 months	1
(1) tour <u>extended</u> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <u>extended</u> for any length of time	0 additional

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.
 - c. Personnel taking IPCOT assignments are entitled to additional FEML trips based on the above table.
2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.
2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects.
4. Location Designation/Recertification
 - a. Designating Authorities. The following are designating authorities for FEML locations/destinations:
 - (1) DoD Services: USD (P&R);
 - (2) NOAA: Director, NOAA Corps;
 - (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP)

(4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard

b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.

c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) **before** the indicated recertification date..

E. Transportation

1. Member/Dependent. Members and dependents may travel together or independently.

2. Restrictions. A member/dependent(s) taking a FEML trip:

a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or

b. may use commercial air transportation if military air transportation is not reasonably available*, and

c. may not use cruise or tour packages.

*** NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.**

3. Procurement. Commercial air transportation may be purchased by the Government or member (see par. U3120).

4. Reimbursement. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination.

5. Transportation Funded by a Host Government. If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

U7210 CONVALESCENT LEAVE TRANSPORTATION

A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay or imminent danger pay under 37 U.S.C. §310, is entitled to transportation allowances for one trip:

1. from the place of medical treatment in the United States to a place selected by the member and authorized/approved by the Secretarial Process, and

2. from the selected place to the place of original medical treatment or to a different medical treatment facility.

B. Transportation Allowances. A member performing travel under subpar. A is entitled to select:

1. transportation in kind or Government-procured transportation,

2. reimbursement for the commercial transportation cost when the member travels at personal expense, or

3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under item 2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for
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transoceanic travel. When land travel is performed partly at personal expense and partly by Government transportation, reimbursement is prescribed in par. U5105-E2. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for convalescent leave travel.*

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Entitlement. Members are entitled to MALT PLUS under subpar. U5105-B for a portion of return travel to their assigned ships that relocate during their absence on authorized leave or liberty (pass), but only if they are not notified of the relocation before their departure.

B. Limitation. MALT PLUS is payable for the additional distance, if any, members must travel to return to a ship's new location over that required to return to its old location, but only for the additional distance that does not exceed the distance between the ship's old and new locations.

C. Special Circumstances

1. Members Without Funds. Members without funds, who receive land transportation under Part N of this Chapter, receive MALT PLUS under this paragraph, if otherwise eligible.

2. Transoceanic Travel. If return to a relocated ship requires transoceanic travel, transportation in kind or Government-procured transportation is authorized for such travel, but Government-procured transportation costs shall not exceed the costs for travel between the ship's old and new locations.

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in subpar. B, members en route to or at a leave location, who are ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see subpar. U4105-F.

B. Recall for Operational Reasons

1. Entitlement. Eligible members are entitled to the per diem, transportation, and reimbursable expenses in Chapter 4, Part B (computed as if returning to a PDS from TDY) for travel:

- a. beginning the day they depart from the leave location or place they receive orders canceling leave, and ending the day of arrival at the duty station; and
- b. if authorized to resume leave, beginning the day they depart from the duty station, and ending on the day of arrival at a leave location no farther distant from the duty station than the place they received orders canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Members. Eligible members are those who depart from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

- a. actual contingency or emergency war operations, or
- b. an urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
 - (1) within 24 hours of departure, or

(2) more than 24 hours after departure, if the commanding officer authorizes/approves after determining that:

- (a) a substantial portion of the scheduled leave period has been eliminated by the recall, or
- (b) the purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

PART T: TRAVEL OF PERSONS (OTHER THAN MEMBERS AND EMPLOYEES) ON INVITATIONAL TRAVEL ORDERS

U7700 INVITATIONAL TRAVEL ORDERS

Travel allowances under Invitational Travel Orders are prescribed in JTR, Volume 2, Chapter 6, Part A for DoD Services and in agency regulations for non-DoD Services. The Invitational Travel Order Provisions in JTR, Volume 2, are reproduced here for convenience.

QUOTED FROM THE JTR, VOL 2

(NOTE: See par. C6004 for information concerning travel by contractor and contractor employees.)

C6000 WHEN AND TO WHOM APPLICABLE

Invitational travel is the term applied to authorize travel of individuals:

- a. not employed by the Government,
- b. employed (under 5 U.S.C. §5703) intermittently by the Government as consultants or experts and paid on a daily when-actually-employed basis, or
- c. serving without pay or at \$1 a year

when they are acting in a capacity that is related directly to, or in connection with, official DoD activities. Travel and transportation allowances authorized for these individuals are the same as those ordinarily authorized for employees on TDY, except as provided by par. C4562-D for interview travel and by item 13 of this paragraph for spouse invitational travel. Invitational travel may be authorized by use of an ITO when:

1. it is in the Service's interest to invite a college or university official or a representative of industry to observe the work performed or the operations of an activity;
2. an individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DoD operation or program;
3. an individual, singly or as part of a group, confers on an official DoD matter with DoD officials and thereby performs a direct service to the DoD, such as providing advice or guidance; (ITOs are not authorized for individuals merely to attend a meeting or conference, even if hosted by a DoD component on a matter related to the component's official business (see 55 Comp. Gen. 750 (1976)));
4. an individual's attendance at an incentive award ceremony is related to an award presentation (32 Comp. Gen. 134 (1952)); (Travel and transportation to an award presentation for a dependent or relative of an award recipient is prohibited except as authorized under par. C6002-E.);
5. an individual is an attendant for a handicapped employee or Uniformed Service member who is to be given an OPM award, a major department or agency award, or a non-Federally sponsored honor award and who would be unable to attend the award ceremony unattended (55 Comp. Gen. 800 (1976));
6. an individual's attendance is for the purpose of serving as a sponsor or in a similar official ceremony that is related directly to DoD interests;
7. an individual is authorized pre-employment interview travel under par. C6200;

8. individuals are serving without compensation on Boards of Visitors as provided for in Departmental governing regulations consistent with statutory authority;
9. a witness is called to testify in administrative proceedings directed against a Government civilian employee or Uniformed Service member in adverse action type cases. The testimony can be on the Government's behalf or on behalf of the civilian employee or the Uniformed Service member. The presiding hearing officer must determine that the testimony of the witness is substantial, material, and necessary for a proper disposition of the case and that an affidavit from the desired witness cannot accomplish the same objective adequately;
10. an individual is called to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832;
11. attendance as a complainant at an administrative hearing when the complaint is related to the complainant's Federal employment, the hearing is provided for by applicable Federal employment regulations, and it would be unreasonable to require the complainant to appear at personal expense (B-180469, February 28, 1974);
12. when an individual is an attendant for: (a) a disabled employee on official travel (56 Comp. Gen. 661 (1977)), or (b) an employee who interrupts TDY because of incapacitated illness or injury (par. C6454); and the employee is incapable of traveling alone;
- ★ 13. a determination is made by the order-issuing official that a dependent may travel with the sponsor at Government expense to attend an unquestionably official function in which the dependent is actually to participate in an official capacity, or such travel is deemed in the national interest because of a diplomatic or public relations benefit to the United States. Such participation ordinarily is limited to spouses and is representational in nature. As such, travel is allowed on a mission noninterference basis only, and must be supported with ITOs, that ordinarily authorize reimbursement of only transportation costs. However, the order-issuing official may authorize/approve transportation, per diem and/or other actual expense allowances if it is determined that the individual's travel is essential to accomplishing the mission and there is a benefit for DoD beyond fulfilling a representational role. Code 2 civilians, 4-star general/flag officers, and certain 3-star general/flag officers serving as OCONUS or combined commanders (as specified in DoD 4515.13-R, "Air Transportation Eligibility"), may authorize/approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in SecDef memorandum dated 10 June 1994 (Subject: DoD Policy on the use of Government Aircraft and Air Travel). This authority does not constitute blanket approval authority. Order-issuing officials for all other travel under this item are: (a) The Office of the Secretary of Defense Executive Secretary for SAM and OSA support for requests from OSD, the Defense Agencies, and outside the DoD; (b) The Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff; (c) The Commanders of Unified Commands, or their designees, for requests from members and employees within their commands. (When joint or dual-hatted personnel are traveling on behalf of their joint commands, approval must be obtained through their joint command approval authority and not through their individual Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. ***NOTE: Major Commands are those ordinarily commanded by 4-star flag officers.***); (d) The Secretaries of the Military Departments, or their designees, for requests from their staffs; (e) The Service Chiefs, or their designees, for requests from members and employees within their Services (This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.). An ITO issued under the authority of this item, that authorizes Government-funded transportation only (i.e., no per diem or actual expense allowances) for the dependent, must include the following statement: "This order authorizes the dependent to accompany the sponsor to attend an official function. It does not entitle the dependent to per diem or other expense allowances. If the dependent does not want to bear these expenses, this order is canceled";

14. a determination is made by the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff or designated representative for personnel assigned to the Joint Staff and unified commands that the spouse of a civilian employee or uniformed member may travel at Government expense to attend a Service-endorsed training course or briefing and subsequent voluntary service incident to such training or briefing (71 Comp. Gen. 6 (1991)); or

15. travel is by an individual who serves as an organ donor for a Uniformed Services member, when the donation is authorized under Service regulations.

C6001 RESTRICTIONS

Invitational travel shall not be authorized for:

1. nonappropriated fund officials or employees traveling on nonappropriated fund business;
2. contractor employees (except as provided in par. C6004);
3. transportation of dependents and/or HHG or other property of individuals for whom ITOs are issued;
4. (a) Federal Government employees or (b) Uniformed Services members, excluding retired persons (Federal employees and Uniformed members on active duty are given regular TDY orders unless authorized pre-employment interview travel under par. C6200 and employee/member is in a leave status during such travel (B-219046, September 29, 1986)). An employee/member may be included on an ITO issued to a patient when traveling as a non-medical attendant.

C6002 ALLOWANCE EXPENSES

A. General. An ITO provides for travel and transportation of an individual from the business place or home to the place where that individual's services are required, and return to the origin point.

B. Transportation Modes. Authorization of transportation modes, routing, and accommodations should be consistent with the provisions in Chapter 2 as appropriate to mission requirements.

C. Witness at a Military Court-Martial. A person not in the Government employ, when called as a witness before a military court-martial (except to testify as a witness at a pretrial investigation conducted under Article 32, Uniform Code of Military Justice, 10 U.S.C. §832; see par. C6000, item 10), is entitled to travel and transportation allowances under Service administrative regulations.

D. Participants in Annual National Matches Sponsored Under 10 U.S.C. §4312. Title 10, U.S.C. §4312 authorizes payment of a mileage allowance to civilian competitors while traveling to and from the National Matches. The mileage allowance for the return trip may be paid in advance. Provisions for payment of the travel allowances are in AR 920-30. The ITOs also may authorize a subsistence allowance for the duration of the competition. The rate of the allowances is set by the Director for Civilian Marksmanship and stated in the ITO issued to each competitor.

E. Attendance at an Award Ceremony. Reimbursement for travel and transportation expenses ordinarily may be allowed for one individual to attend a major award ceremony (for example, a Presidential award ceremony, an annual award ceremony of the agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) provided:

1. the travel and transportation is authorized by the head of the DoD component concerned or designee; and,
2. the individual is a person of the award recipient's choosing who is related by blood or affinity or whose close association with the award winner is the equivalent of a family relationship.

The reimbursement authorized in this paragraph is intended to cover instances, in which the award winner and guest are geographically distant from the site of the ceremony, rather than in instances in which the award winner's residence is in the same area as the ceremony. (For example: The award winner and spouse live in Denver, CO, and the ceremony is in Washington, DC. Travel and transportation allowances may be authorized for both the winner and spouse.) Reimbursement under this paragraph also may be authorized if the guest must travel from a location geographically distant from the ceremony site but different from the award winner's location. The DoD component concerned may allow attendance at Government expense of more than one individual when the award winner requires assistance because of a handicapping condition. Reimbursement for transportation is limited to direct travel to and from the location of the ceremony (including travel between common carrier terminals and hotel where applicable and the site of the ceremony). Per diem is allowed for direct travel to and from the location of the award ceremony and for the day of the ceremony.

F. Travel of DoD Education Agency (DoDEA) Students for Academic Competitions and Co-curricular Activities. DoDEA statutory charter, (codified at 20 U.S.C. §921-932), authorizes travel for DoDEA students to academic competitions and co-curricular activities. ITOs (citing DoDEA appropriations) are used to authorize transportation for students in support of curricular or extracurricular activities. The Director, DoDEA, or designee determines appropriate activities. Payment of per diem, reimbursement for meals and/or lodging, or incidental expenses ordinarily associated with TDY shall not be authorized.

C6003 INVITATIONAL TRAVEL ORDER

The sample format contained herein may be used as a guide in the preparation of an ITO in all Services. Use of the sample format is not mandatory.

SAMPLE FORMAT OF AN INVITATIONAL TRAVEL ORDER

Name _____ TRAVEL ORDER NUMBER _____

Address _____

DATE APPROVED _____

You are invited to proceed from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: ☐ Rail ☐ Commercial Air ☐ Military Aircraft ☐ Bus
See below for travel by Privately-Owned Conveyance

- ☐ Transportation has been arranged by the order-issuing agent.
☐ Transportation tickets are included with this order.
☐ Transportation tickets shall be provided at a later date.

☐ To arrange transportation call: (____) _____

☐ You may arrange your transportation. The following rules apply:

You must arrange your transportation with a travel office under contract to the U. S. Government (Commercial Travel Office (CTO)) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and
- (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

★ ☐ You are authorized to travel by privately-owned conveyance (POC) as advantageous to the Government. Reimbursement shall be at the rate of **\$0.325** cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

☐ You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

☐ You shall be paid a per diem allowance to cover your expenses for lodging (with taxes at locations in CONUS separately), meals, and incidentals. While traveling and performing the mission you shall be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses, not to exceed the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, then only the maximum per diem rate shall be paid. (See JTR, Chapter 4, Part L for applicable rules)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

☐ You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

(NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.)

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order to: _____

The travel authorized herein has been determined to be in the public interest, and is chargeable to:

C6004 TRAVEL OF GOVERNMENT CONTRACTORS/CONTRACTOR EMPLOYEES. Travel costs of Government contractors and contractor employees are governed by the rules in the Federal Acquisition Regulations (FAR) § 31.205-46, available at <http://www.arnet.gov/far/pdf/frame.html>. ITOs may not be used to authorize travel

to TLA authorized in par. U9200. OHA as a member without dependents is not payable during the period a member is entitled to an allowance under this paragraph.

B. Conditions. The interim OHA is payable only when supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose, that the member:

1. has applied for dependent transportation to the PDS;
2. was required by an order or regulation of general application within the command to procure non-Government family-type housing as a condition precedent to the acceptance of the application; and
3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA

A. Entitlement

1. Advance Rent of Less Than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see subpar 2. below), security deposits, and/or initial expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.

2. Advance Rent 4 Months to One Year. Rental advances of 4 or more months may be made only for the locations authorized by PDTATAC. Rental payments should be made on a month to month basis. Requests for a rental advance of more than 4 or more months are considered for approval if the requirement for the advance rent exists due to:

- (a) law,
- (b) local custom for everyone, including local nationals, or
- (c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests for rental advances of 4 or more months must be authorized/approved by the PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Unified Commander to:

Director
Per Diem, Travel and Transportation
Allowance Committee
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

B. Amount. The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA, or interim OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount

to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case shall the advance payment exceed:

1. the anticipated housing expenses, or
2. the OHA or interim OHA accruable for the member's tour at that PDS,

whichever is less. Expenses identified by a member for purchase of real estate or living accommodations shall not be considered.

C. Liquidation. Liquidating monthly installments should be at a rate of one-twelfth of the amount advanced for the next 12 months. Repayment of that portion of the advance that was paid on security deposits exceeding \$1,000 may be postponed by Service-designated official until the member vacates the housing on which the security deposit was made. This should occur only if repayment during the member's tour would create an excessive financial burden on the member. Collection action should begin on the first day of the month after payment of the advance. When justified by the member and authorized by a Service-designated official, the start of collection action may be postponed for up to 3 months after the advance. Repayment may be spread over a period of more than 1 year, but not to exceed the member's anticipated tour at the PDS. Action to recoup in a lump sum any advance made under this paragraph shall be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the member's existing loan repayment schedule. Any loss due to currency fluctuations when liquidating advance security deposits shall be absorbed by the Service concerned. Any gains due to currency fluctuations shall be collected from the member. These currency protection procedures for security deposits apply without regard to the provisions for protection of rent advances in paragraph D. In countries where rate protection for advance rent, per paragraph D, has not been implemented, the monthly rent entered in the respective pay system when a member has taken an advance for rent should be entered in dollars.

D. Advance Rent Currency Rate Protection. Rate protection may be provided for certain countries that have undergone a significant currency fluctuation. The protection is for losses incurred on or after July 1, 1997. PDTATAC has announced previously the countries receiving advance rent currency exchange rate protection for the period July 1, 1997 through November 16, 1997. Protection is accomplished by comparing the OHA rate with the exchange rate in effect at the time the member received the advance with the greater of:

1. the rent ceiling in effect at the time of the advance, or
2. any higher rent ceiling implemented during the repayment period of the advance.

Currency rate protection for additional advances is calculated using the exchange rate in effect at the time the new advance is paid. In countries where rate protection for advance rent has been implemented, monthly rents for an advance rent are processed in dollars. See Service regulations for currency fluctuation loss/gain procedures.

★ U9117 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES

See par. U7150-H3 regarding station allowances application to member of Reserve components called or ordered to active duty, or active duty for training.

PART B2: COST OF LIVING ALLOWANCE (COLA)**U9150 COLA**

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income incident to assignment to an OCONUS PDS. The COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. Allowances to cover official entertainment expenses are not authorized by 37 U.S.C. §405 and are not included in this Volume.

B. Allowances Payable. The COLA amount payable is shown in Appendix J. Specific instructions are in the paragraphs preceding the tables or are elsewhere in this Volume. From time to time, a special determination may be issued by the Secretary concerned and the PDTATAC Director authorizing different rates due to special circumstances. COLA rates are based on the member's PDS except as indicated in pars. U9300 and U9301 and in Chapter 6.

U9151 COLA START/STOP

A. Start. COLA entitlement generally starts on the day a member reports to a new PDS or, when dependents arrive in advance of their sponsor, as specified in par. U9157-B. COLA entitlement starts on the day after the day of reporting if, on the day of reporting, a member:

1. without dependents is entitled to a MALT PLUS or TLA; or
2. with dependents is entitled to MALT PLUS for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9152 for exceptions.)

B. Stop. Unless

1. an extension is authorized under subpar. C, or
2. COLA is authorized under par. U9153,

COLA entitlement stops:

1. the day before the member departs in compliance with PCS orders,
2. on the homeport change effective date (from OCONUS) of the ship or unit to which the member is assigned, or
3. on the day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

COLA continuation at the old PDS is intended only when delayed departure of dependents is necessary for reasons beyond the member's or dependents' control (such as illness or hospitalization of the dependent(s), completion of school term, lack of acceptable housing at new PDS, difficulties related to dependent transportation, HHG shipment to the new PDS, exigencies of the Service); the member's new commanding officer or designated representative may terminate COLA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. Entitlement to COLA beyond the 60-day period authorized in subpar. B may be authorized by the Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the vicinity of the old PDS, see par. U9301-B1.

U9152 CONCURRENT PAYMENT OF COLA AND TLA

A. General. Ordinarily, COLA is not payable when a member is receiving TLA for the member and/or the dependents.

B. COLA Paid and Not Deducted from TLA. COLA is paid and not deducted from TLA when:

1. dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9151-B or C;
2. dependents preceded the member to the new PDS in accordance with subpar. U9157-B;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2;
4. station allowances are authorized under par. U9301; or

★ 5. a reduced TLA in the situation described in par. U9207-H is paid.

C. COLA Paid But Deducted from TLA. When COLA is paid, in accordance with Service regulations while the member is entitled to TLA, then COLA is deducted from TLA as indicated in par. U9207-E, step 4 and par. U9207-I, Example 4. (**NOTE**: *Service regulations may only authorize concurrent payment to stabilize the member's pay.*)

U9153 COLA ENTITLEMENT INCIDENT TO PCS BETWEEN PDS IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to COLA during that period. If the COLA rate differs between the old and new PDS, the rate for the old PDS is paid through the day before the member reports to the new PDS.

U9154 COLA ENTITLEMENT FOR A MEMBER WITHOUT DEPENDENTS

A. Government Mess Availability

NOTE: *For COLA purposes - If the member purchases meals, or receives meals at no cost at a Government mess (see par. U9000-F and Appendix A), then mess is available. Payment of BAS is independent of the reality of the Government mess being available.*

1. Member With Government Quarters and Government Mess Available. A member who has Government quarters available at the PDS (including a vessel) and a Government mess available, is entitled to COLA at 47 percent (rounded to the closest penny) of the rate computed as indicated in Appendix J for a member with 0 dependents. A member who does not use available Government quarters and/or Government mess because of the presence of noncommand sponsored dependents is entitled to COLA under this subparagraph. See par. U9156.
2. Member with Government Quarters Available but Without Government Mess Available. A member who has Government quarters but who does not have a Government mess available for 3 meals a day at the PDS is entitled to COLA at the rate specified in Appendix J, Table II in the 0 dependent column.
3. Member With Government Quarters Available but for Whom Use of a Government Mess is Impractical. A member who has Government quarters available, but whose commanding officer, or designee, furnishes a statement that Government mess use is impractical, is entitled to the COLA computed as indicated in Appendix J for a member with 0 dependents. See par. U9156.

a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the accommodations used were the nearest suitable accommodations available to the member's PDS.

C. Temporary Lodging Furnished by Government Contractors. When temporary lodgings are furnished by a Government contractor, TLA is computed as prescribed in subpar. E. When the member and/or dependents check into or out of Government contractor accommodations at a time of day which results in the payment of a quarters charge for the calendar day before checking-in or the calendar day of checking-out, the daily amount of TLA determined under this subparagraph for the calendar day of checking-in or the calendar day preceding the day of checking-out is increased by the extra amount of quarters charge paid. Statements required by the Services in support of TLA payment under this subparagraph indicates occupancy of Government contractor quarters.

D. Temporary Lodging Occupied in Facilities Under Government Jurisdiction. When temporary lodgings are occupied in guest houses, exchange hotels, temporary lodging facilities, or transient facilities such as visiting officer's quarters, under the jurisdiction of the Government (whether operated with appropriated or nonappropriated funds), TLA is computed as prescribed in subpar. E. When the member and/or dependents check into or out of the type of quarters addressed in this subparagraph at a time of day which results in the payment of a rental or service charge for the calendar day before checking-in or for the calendar day of checking-out, the daily amount of TLA determined under this subparagraph for the calendar day of checking in or the calendar day preceding the day of checking-out is increased by the amount of the extra rental or service charge paid.

E. Computation of TLA. Except when more than one TLA rate as prescribed in subpar. A or B, applies within the computation period, and except as prescribed in subpars. F, G, and H, TLA computations are made in increments of 10 days (15 days when determined to be appropriate by the TLA approving authority) or less when entitlement to TLA ceases to exist before the end of a 10-day (or 15-day) period. Computations are accomplished as follows:

Step 1: Determine the Percentage to be Used Based on Number of Individuals. In computing TLA, establish a percentage based on the number of individuals in accordance with the table shown below:

<u>Number of Persons in Family Occupying Temporary Lodging</u>	<u>Percentage Applicable</u>
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent under 12, add	25%
For each additional dependent 12 and over, add	35%

NOTE: A member authorized a temporary lodging cost at the new PDS under par. U9202-C3 as a TLA expense during a period of TDY or deployment will be included in the number of persons occupying the temporary lodgings.

Step 2: Determine the M&IE Equivalency. Multiply the percentage in Step 1 by the applicable locality M&IE rate prescribed in Appendix B for the member's PDS, except when temporary lodging is not available at the PDS (subpar. B) and except as prescribed in subpars. F & G.

- ★ Step 3: Determine Gross Daily Equivalency. Add the result in Step 2 (less the member's share of the meal allowance when member authorized lodging cost under par. U9202-C3) to the actual daily lodging cost, including lodging taxes, if any, or the cost of a value added tax (VAT) relief certificate if the certificate is used to avoid paying the lodging taxes (and any lodging cost authorized under par. U9202-C3). Receipts, invoices or statements from the provider of the lodging are required to verify lodging expenses. Invoices or statements must reflect the cost incurred for lodging already occupied and not lodging expenses expected to be incurred in the future. If the member is in a TDY per diem status, reduce that amount by any portion of lodging expenses used to determine the per diem rate for the member. ***(NOTE: When staying with friends or relatives, lodging cost is not allowed. The member's share of the meal allowance is determined by dividing the resulting amount in Step 2 by the number of persons in the family occupying the temporary lodgings, including the member.)***

Step 4: Determine Net Daily Equivalency. From the result in step 3,

a. Deduct:

- (1) the total daily allowances (par. U9201-B2, items c, d, e (and f in Alaska and Hawaii only)), and
- (2) COLA, if paid and deductible per par. U9152-C.

b. Do not deduct:

- (1) housing allowances when staying with friends or relatives,
- (2) with dependent housing allowances, or OHA if claim is for member only, or
- (3) BAS when not paid, only dependents are entitled to TLA, or member authorized lodging cost as a TLA expense under par. U9202-C3).
- (4) OHA and housing allowances when member authorized OHA and TLA under par. U9202-F.

Step 5: Determine Maximum TLA Allowance. Multiply the percentage obtained in Step 1 times the locality per diem rate in Appendix B.

Step 6: Determine Applicable Daily Rate. Compare the amounts found in Steps 4 (less the member's meal allowance as determined in Step 3, when member authorized lodging cost as a TLA expense under par. U9202-C3) and Step 5. Pay the lesser of these two amounts for each day. For examples of TLA computation, see subpar. I.

F. TLA While Quarters Being Renovated. When a member and/or dependents occupy Government quarters while the kitchen is being renovated and meals cannot be prepared therein, the member is entitled to TLA to cover the cost of restaurant meals purchased as a result of that renovation. The TLA is determined by multiplying the percentage in subpar. E, Step 1, times the total of the meals amount in the M&IE rate for the locality concerned, reduced by the daily amount of the member's BAS except when the member is absent on other duty, such as TDY or field duty/sea duty. When the member is absent on such duty, deduction of BAS shall not be made.

G. TLA When Permanent Quarters Lack a Stove and/or Refrigerator. When a member and/or dependents initially occupy permanent quarters which lack a stove and/or refrigerator and meals cannot be prepared therein, the member is entitled to TLA to cover the cost of restaurant meals purchased as a result of this situation. TLA under this subparagraph is determined by multiplying the percentage in subpar. E, Step 1, times the total of the meals amount in the M&IE rate for the locality concerned, reduced by the daily amount of the member's BAS except when the member is absent on other duty, such as TDY or field duty/sea duty. When the member is absent on such duty, deduction of BAS shall not be made.

H. Temporary Quarters Contain Facilities for Preparing and Consuming Meals. When temporary lodgings have facilities and space for preparing and eating meals, as determined by the designated overseas commander concerned or the designated representative, the daily rate of TLA is computed under subpar. E with the following modifications:

1. substitute one-half of the M&IE amount in Appendix B for the locality M&IE rate in Step 2. The reduced (one-half) M&IE amount based on cooking facilities does not apply when lodging is provided by a friend or relative, or to the first and last days of TLA;
2. determine maximum TLA allowance for use in Step 5 by multiplying the percentage determined in Step 1 by the total of the lodging amount and one-half the M&IE in Appendix B.

Daily amounts received as BAS are included as allowances received under subpar. E, Step 4, since one-half the M&IE amount is considered an equitable amount for the purchase of groceries. The presence of a cookstove, work area (table, counter, etc.), refrigerator, sink, water, table, chairs, cooking and eating utensils is prima facie evidence of adequate cooking and eating facilities as contemplated by this subparagraph. When the member shows to the local housing officer's satisfaction that such facilities are inadequate or for other reasons may not be used for all or part of the period

period involved, the member is entitled to TLA as prescribed in subpar. E. Member's explanation for nonuse endorsed by the local housing officer shall support payment of the allowance under such circumstances. To facilitate administration of the entitlement, the housing officer shall maintain a current list of such available accommodations and shall make the list available to incoming personnel.

I. Examples of TLA Computation. The following examples of TLA computations are provided to ensure uniformity among all Services and to furnish specific guidance in computing TLA payments. Locality per diem, BAS and housing allowance rates used in these examples may not be the rates currently in effect and are for illustration purposes only.

EXAMPLE 1

This example shows TLA computations for an O-6 with one dependent, a spouse. The member is assigned to NAS Sigonella (Sicily), Italy. The per diem rate at Sigonella is \$150 (\$76 Max Lodging-\$74 M&IE). The member is entitled to a monthly BAS of \$129 (\$4.30 per day) and a monthly housing allowance of \$733.20 (\$24.44 per day). The member and spouse arrive at Sigonella (the new PDS) on 1 April by POC and move into temporary lodgings the same day.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.)

- 4/2 Member is advised upon reporting in to aggressively seek permanent quarters, to keep an accurate record of expenses for lodging in temporary lodgings, and to register with and keep the housing officer informed at least every 10 days of progress in obtaining permanent quarters.
- 4/11 Member submits a report of lodging expenses of \$1140 (\$114 per day, which includes lodging taxes) for the period 4/1 through 4/10 and the case is reviewed to ascertain the progress in obtaining permanent housing. It is determined the member has complied with JFTR and command TLA requirements and the entitlement period is extended for a 10-day period.
- 4/21 Member submits report of lodging expenses of \$1140 (\$114 per day, which includes lodging taxes) for 4/11 through 4/20. Member was in TDY status on 4/15 through 1600 on 4/18. Lodging costs at PDS for 4/15, 4/16 and 4/17 were authorized for member as a TLA expense under par. U9202-C3. Member moves into permanent quarters on 4/21. TLA is authorized only for the number of days the member actually remained in TLA accommodation.

Computation of TLA for 2-10 April

1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	100% x \$74 = \$74
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost (including lodging taxes)	\$74 + \$114 = \$188
4. Deduct daily allowances from Step 3:	\$188 - \$ 28.74 = \$159.26
Housing Allowance =	\$24.44
BAS =	\$ 4.30
Total =	\$28.74
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	100% x \$150 = \$150
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$150 each day.	\$159.26 vs \$150; \$150 x 9 = \$1350

<u>Computation of TLA for 11-14 April</u>	
1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	$100\% \times \$74 = \74
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost (including lodging taxes)	$\$74 + \$114 = \$188$
4. Deduct daily allowances from Step 3:	$\$188 - \$28.74 = \$159.26$
Housing Allowance =	\$24.44
BAS =	<u>\$ 4.30</u>
Total =	\$28.74
5. Determine maximum TLA rate- Multiply percentage in Step 1 times per diem rate	$100\% \times \$150 = \150
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$150 each day.	$\$159.26$ vs $\$150$; $\$150 \times 4 = \600

<u>Computation of TLA for 15-17 April</u>	
1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	$100\% \times \$74 = \74
★ 3. Add result in Step 2, less member's share of meal allowance, to actual NTE allowable daily lodging cost (including lodging taxes). NOTE: <i>Member's share of meal allowance is amount in Step 2, divided by number of occupants including the member.</i>	$\$74 \text{ divided by } 2 = \37 $\$74 - \$37 = \$37$ $\$37 + \$114 = \$151$
4. Deduct daily allowances from Step 3: NOTE: <i>No BAS deduction since member allowed lodging cost only under par. U9202-C3.</i>	$\$151 - \$24.44 = \$126.56$
Housing Allowance =	\$24.44
BAS =	<u>\$ 0.00</u>
Total =	\$24.44
5. Determine maximum TLA rate- Multiply percentage in Step 1 times per diem rate	$100\% \times \$150 = \150
6. Compare amounts in Steps 4 & 5 (less member's share of meal allowance). Pay the lesser amount for each day. Pay \$113 for each day.	$\$126.56$ vs $\$113$ ($\$150 - \37) $\$113 \times 3 = \339

Computation of TLA for 18-20 April	
1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	100% x \$74 = \$74
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost (including lodging taxes)	\$74 + \$114 = \$188
4. Deduct daily allowances from Step 3:	\$188 - \$ 28.74 = \$159.26
Housing Allowance =	\$24.44
BAS =	\$ 4.30
Total =	\$28.74
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	100% x \$150 = \$150
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$150 for each day.	\$159.26 vs \$150 \$150 x 3 = \$450

EXAMPLE 2

This example shows TLA computations for an O-1 with one dependent, a spouse. The member is assigned to a ship homeported at Gaeta, Italy. The per diem rate at that locality is \$132 (\$66 Max Lodging-\$66 M&IE). The member is entitled to a monthly BAS of \$129 (\$4.30 per day) and a housing allowance of \$393.30 per month (\$13.11 per day). While the ship is away from its homeport on 1 October, the member and spouse arrive at Gaeta and occupy a transient facility under the jurisdiction of the Government. Their temporary accommodations do not contain facilities for preparing and eating meals. On 6 October the ship returns to Gaeta and the member reports aboard for duty at 1900 that day. The ship remains in port until 7 November. The member moves into permanent quarters on 11 October.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.)

- 10/2 Member is advised upon reporting in to aggressively seek permanent quarters, to keep an accurate record of expenses for lodging in temporary lodgings, and to register with and keep the housing officer informed at least every 10 days of progress in obtaining permanent quarters.
- 10/6 Member submits a report of lodging expenses of \$490 (\$98 per day) for the member and spouse from 10/1 through 10/5. It is determined the member has complied with JFTR and command TLA requirements and the entitlement period is extended for a 10-day period.

Computation of TLA for 1-5 October

Since member is waiting for a ship and is in a per diem status, no TLA is payable to the member for that day (par. U9202-C2). However, TLA is payable for the spouse.

1. Determine TLA percentage based on one individual	65% for one individual
2. Multiply percentage in Step 1 times M&IE rate	65% x \$66 = \$42.90
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost (including lodging taxes). Divide lodging cost by 2, because member is in a per diem status (par. U9202-C2). \$98 divided by 2 = \$49	\$42.90 + \$49 = \$91.90
4. Deduct daily allowances from Step 3: (BAS not deducted since only dependent entitled to TLA)	\$91.90 - \$13.11 = \$78.79
Housing Allowance =	\$13.11
BAS =	\$ 0.00
Total =	\$13.11
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	65% x \$132 = \$85.80
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$78.79 for each day.	\$78.79 vs \$85.80; \$78.79 x 5 = \$393.95

10/11 Member submits a report of lodging expenses of \$490 (\$98 per day) for self and spouse from 10/6 through 10/10. It is determined the member has complied with JFTR and command TLA requirements and the entitlement period is terminated on 10/10 because member moves into permanent quarters on 10/11.

Computation of TLA for 6-10 October

1. Determine TLA percentage based on two individuals	100% for two individuals
2. Multiply percentage in Step 1 times M&IE rate	100% x \$66 = \$66
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost (including lodging taxes)	\$66 + \$98 = \$164
4. Deduct daily allowances from Step 3:	\$164 - \$17.41 = \$146.59
Housing Allowance =	\$13.11
BAS =	\$ 4.30
Total =	\$17.41
5. Determine maximum TLA rate - Multiply percentage in Step 1 times per diem rate	100% x \$132 = \$132
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$132 for each day.	\$132 vs \$146.59; \$132 x 5 = \$660

EXAMPLE 3

Member and 3 dependents occupy temporary lodging which contain facilities for preparing and consuming meals. Per diem rate at <http://www.dtic.mil/perdiem/> = \$150 (\$76 Max lodging-\$74 M&IE). Lodging expense is \$138, including lodging taxes per night.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.)

1. Determine percentage based on 4 individuals	150% for 4 individuals
2. Multiply percentage in Step 1 times one-half of the M&IE rate. (Half of M&IE rate = \$37)	$150\% \times \$37 = \55.50
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost (including lodging taxes)	$\$55.50 + \$138 = \$193.50$
4. Deduct daily allowances from Step 3:	$\$193.50 - \$17.41 = \$176.09$
Housing Allowance =	\$13.11
BAS =	\$ 4.30
Total =	\$17.41
5. Determine maximum TLA rate – Multiply percentage in Step 1 times the total of the maximum lodging amount plus one-half of the M&IE amount (\$76 plus \$37)	$150\% \times \$113 (\$76 + \$37) = \169.50
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$169.50 for each day.	\$176.09 vs \$169.50; Pay \$169.50 for each day

EXAMPLE 4

(Shows COLA deduction)

Member and 3 dependents occupy temporary lodging which do not contain facilities for preparing and consuming meals. Per diem rate at <http://www.dtic.mil/perdiem/> = \$150 (\$76 Max Lodging, \$74 M&IE). Lodging expense is \$138 per night.

(NOTE: Locality per diem, BAS and housing allowance rates used in this example may not be the rates currently in effect and are for illustration purposes only.)

1. Determine percentage based on 4 individuals	150% for 4 individuals
2. Multiply percentage in Step 1 times the M&IE rate.	$150\% \times \$74 = \111.00
★ 3. Add result in Step 2 to actual NTE allowable daily lodging cost (including lodging taxes)	$\$111 + \$138 = \$249.00$
Since the member is paid COLA under Service regulations (see par. U1010-B12) while entitled to TLA, steps 4, 5 and 6 are computed as follows (see par. U9207-E, step 4, item a(2)):	
4. Deduct daily allowances from Step 3:	$\$249.00 - \$30.28 = \$218.72$
Housing Allowance =	\$13.11
BAS =	\$ 4.30

COLA =	\$12.87
Total =	\$30.28
5. Determine maximum TLA rate - Multiply percentage in Step 1 times the Locality per diem rate.	150% x \$150 = \$225.00
6. Compare amounts in Steps 4 & 5. Pay the lesser amount. Pay \$218.72 each day.	\$218.72 vs \$225.00; Pay \$218.72 for each day

U9208 ADVANCE PAYMENT

No advance of funds is authorized in connection with the allowance prescribed in this Part.

3. usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: *Unaccompanied baggage in connection with permanent duty and COT/IPCOT travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.*

NOTE 2: *In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.*

BLANKET TRAVEL ORDER. (Also called *Repeat Travel Order, Unlimited Open Travel Order, or Limited Open Travel Order.*) An order issued to a traveler who regularly and frequently makes trips away from the PDS within certain geographical limits for a specific time period in performance of regularly assigned duties. (Also see *Travel Orders.*) (**NOTE:** *Blanket travel orders are not used in DTS.*)

CALENDAR DAY. The 24 hour period from one midnight to the next midnight. (**NOTE:** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).*)

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved.

COMMAND, UNIFIED. A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, and established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has approved and whose court-martial sentence has not been ordered executed because appellate review of the case has not been completed. (**NOTE:** *The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.*)

COMMAND SPONSORED DEPENDENT. See **DEPENDENT, COMMAND SPONSORED.**

COMMERCIAL POV STORAGE FACILITY. Any commercial fee-for-service facility open to the public for daily or long-term storage of motor vehicles.

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services under a contract and/or memorandum of understanding with the Government.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404.

CONSECUTIVE OVERSEAS TOUR (COT). (Also see **IN PLACE CONSECUTIVE OVERSEAS TOUR.**) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)

The DoD standard source for worldwide distance information based on city to city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://www.dtod.com>.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), American Forces Information Service, Ballistic Missile Defense Organization, Defense Advanced Research Projects Agency, Defense Commissary Agency, Defense Contract Audit Agency, Defense Finance and Accounting Service, Defense Information Systems Agency, Defense Intelligence Agency, Defense Legal Services Agency, Defense Logistics Agency, Defense Prisoner of War/Missing Personnel Office, Defense Security Cooperation Agency, Defense Security Service, Defense Threat Reduction Agency, Department of Defense Education Activity, Department of Defense Human Resources Activity, Department of Defense Inspector General, the Department of the Army, the Department of the Air Force, the Department of the Navy (including the Marine Corps), National Imagery & Mapping Agency, National Security Agency/Central Security Service, Office of Economic Adjustments, TRICARE Management Activity, Uniformed Services University of the Health Sciences, United States Court of Appeals for the Armed Forces, and Washington Headquarters Services.

DEPENDENT. Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-G1), any of the following individuals: (*See NOTES.*)

1. a member's spouse;
2. a member's unmarried child under 21 years of age (including an infant born after the effective date of PCS orders when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor or for other official reason(s) such as awaiting completion of the school year by other children in the family);
3. a member's unmarried stepchild under 21 years of age (including an illegitimate child of the member's spouse, B-177061/B-177129, December 13, 1974) (*NOTE: A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood*);
4. a member's unmarried adopted child under 21 years of age (including a child placed in the home of the member by a placement agency for the purpose of adoption);

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***)

★ **MILEAGE (ALLOWANCE).** A rate per mile in lieu of reimbursement of actual expenses of operation of a POC. Mileage allowance rates are:

1. privately owned automobile \$0.325 (effective 14 January 2000),
2. privately owned motorcycle \$0.26 (effective 1 April 1999), and
3. privately owned airplane \$0.88 (effective 1 April 1999).

MISSING STATUS. The absence status of a member who is officially carried or determined to be:

1. missing;
2. missing in action;
3. interned in a foreign country;
4. captured, beleaguered, or besieged by a hostile force; or
5. involuntarily detained in a foreign country.

MIXED MODES. Travel using POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation,
2. Government-procured commercial transportation,
3. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT). A monetary allowance for the authorized use of a POC during official travel, the amount of which depends on the number of miles for which the allowance may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. MALT rates per POC are:

- a. \$0.15 per mile for one authorized traveler,
- b. \$0.17 per mile for two authorized travelers,
- c. \$0.19 per mile for three authorized travelers, and
- d. \$0.20 per mile for four or more authorized travelers.

NONCOMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

NONFOREIGN OCONUS AREA. The states of Alaska and Hawaii; the Commonwealths of Puerto Rico and the Northern Mariana Islands; American Samoa; Baker Island; Guam, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands; Navassa Island, Palmyra Atoll, the Virgin Islands and Wake Island. (***NOTE: The Trust Territories of the Pacific Islands are not included.***)

NONTEMPORARY STORAGE (NTS) OF HHG. Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services

OCONUS. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

OFFICIAL STATION. See **PERMANENT DUTY STATION**.

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING OFFICIAL. See **AUTHORIZING/ORDER-ISSUING OFFICIAL**.

OVERSEAS. See **OCONUS**.

★ **PER DIEM ALLOWANCE.** The per diem allowance (*also referred to as subsistence allowance*) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands -see NOTE 1 below*) and service charges where applicable, for:

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters and fires furnished in room when such charges are not included in the room rate. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

NOTE 1: *The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.*

2. **Meals.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

- 3 **Incidental Expenses.** Such expenses include:

- a. fees and tips to bellhops, maids, porters, and baggage persons in hotels, stewards or stewardesses and others on vessels, and hotel servants in foreign countries (see par. U3610-C for reimbursement of fees and tips incurred at transportation terminals);

- b. cost of laundry, dry cleaning, and/or pressing clothing (*not reimbursable when travel is within CONUS – see NOTE 2, below*);
- c. cost of telegrams and telephone calls necessary to reserve lodging accommodations;
- d. mailing cost associated with filing travel vouchers and payment of Government travel charge card billings;
- e. local transportation (i.e., bus, subway) expenses between places of lodging or duty and places where meals are taken if suitable meals cannot be obtained at the TDY site (**NOTE:** *If, in the opinion of the order-issuing authority, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for the cost of travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 4, Part F.*);
- f. taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands –see NOTE 1 above*) and service charges on any of the expenses in items 1 through 3e;
- g. in addition to the expenses in items 1 through 3g, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account.

(NOTE 2: *The cost for laundry, dry cleaning and pressing of clothing is not included as an incidental expense within the per diem/AEA authorized/approved for travel in CONUS. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.*)

PER DIEM, REDUCED. See **REDUCED PER DIEM.**

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

- 1 (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. a change in the homeport of a vessel or mobile unit;
3. change from home or from the PLEAD to the first PDS upon:
 - a. appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2145-C and D for exceptions) for 20 or more weeks;
 - c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. enlistment or induction into the Service (regular or during emergency); and

- b. Direct Reporting Unit (DRU) and Field Operating Agency (FOA) FMs or equivalents for their assigned personnel;;
- c. HQ USAF. Order-issuing officials;
- d. Air Force Reserve Members:
 - (1) Individual Mobilization Augmentees (IMA) – ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
 - (2) HQ AFRC – two-digit staff Directors i.e., DP, CE, FM, etc., for their assigned personnel;
 - (3) For reserve units – Wing commander or equivalent, *who may delegate no further than the group commander level.*
- 6. Coast Guard (Military Personnel): Order-issuing officials.
- 7. National Oceanic and Atmospheric Administration Corps: Order-issuing official.
- 8. Public Health Service: Director, Division of Commissioned Personnel, PSC, ATTN: PDTATAC MAP Member, Room 4A15, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0002.
- ★ 9. Unified Commands:
 - a. United States Central Command (CENTCOM), ATTN: CCCO, 7115 South Boundary Blvd., MacDill AFB, FL 33621-5101;
 - b. Commander in Chief, U.S. Pacific Command (PACOM), ATTN: Comptroller, Box 64037, Camp H.M. Smith, HI 96861-4037; Telephone: DSN 315-477-6681, Commercial (808) 477-6681;
 - c. United States Space Command (USSPACECOM), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - d. North American Aerospace Defense Command (NORAD), Joint Secretary (JS), 250 S. Peterson Blvd., Sta 116, Peterson AFB, CO 80914-3010;
 - e. Commander in Chief, Joint Forces Command (JFCOM), Chief of Staff (J02), 1562 Mitscher Avenue, Suite 200, Norfolk, VA 23551-2488; Telephone: DSN 836-5487, Commercial (757) 836-5487;
 - f. Chief of Staff, United States Strategic Command (USSTRATCOM), 901 SAC BLVD STE 2A3, Offutt AFB, NE 68113-6000;
 - g. United States Transportation Command (USTRANSCOM), ATTN: TCJ8-B, 508 Scott Drive, Scott AFB, IL 62225-5357;
 - h. United States Southern Command (USSOUTHCOM), ATTN: SCCM, APO AA 34003.
- 10. Special Operation Commands:
 - a. Commander, Naval Special Warfare Command, ATTN: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;

- b. Commander, Air Force Special Operations Command, ATTN: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
 - c. Commander, Joint Special Operations Command, ATTN: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;
 - d. Commander, United States Special Operations Command; ATTN: Comptroller (SORR-RC); 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SORR-RC//. Telephone: DSN 299-5469, Commercial (813) 828-5469;
11. Schools:
- a. Uniformed Services University of the Health Sciences, ATTN: Vice President for Resource Management, 4301 Jones Bridge Road, Bethesda, MD 20814-4799;
 - b. Department of Defense, National Defense University, ATTN: Director, Resource Management, 100 Fort McNair, Washington, DC 20319-0001;
 - c. NATO Defense College: U.S. Senior National Representative, Viale della Civiltà del Lavoro, 38 00144, Rome, Italy.
12. Strategic Defense Initiative Organization, Pentagon, Room 1E1034, Washington, DC 20301-7100.
- ★ 13. Office of the Supreme Allied Command (USACEUR): Executive/Executive Assistant to the Supreme Allied Commander Europe, ATTN: SHG, APO AE 09705.
- ★ 14. United States European Command (USEUCOM): Executive Officer to the DCINC USEUCOM, Vaihingen, West Germany;
- B. Requests for an AEA not to exceed the 300 Percent Ceiling. Except under the circumstances in par. C, requests for an AEA not to exceed the 300 percent ceiling established in the JFTR, par. U4210-B3 or the JTR, par. C4602-B3 are submitted to the appropriate office listed below or as otherwise designated by the Service concerned and should arrive at least 10 days before travel begins. The order-issuing/authorizing official, or the official who levies the requirement for the TDY assignment if different from the order-issuing or authorizing official, determines if an AEA is warranted.
- 1. Army: A General Officer/SES within the Command listed in par. A2 above for subordinate units. For all activities belonging to Commands not specifically listed in A2 above, authority rests with the General Officer/SES for their own travel and the travel of those under their supervision. ***This authority shall not be further delegated.***
 - 2. Air Force:
 - a. MAJCOM/FMs, FOA and DRU FMs or equivalents;
 - b. 11th Wing for HQ USAF personnel;
 - c. Air Force Reserve Members:
 - (1) Individual Mobilization Augmentees (IMA) –ARPC/DR, 6760 E. Irvington Place, Denver, CO 80280-3000;
 - (2) HQ AFRC and reserve units – HQ AFRC/FM, 155 2nd Street, Robins AFB, GA 31098-1635;

This authority shall not be further delegated.

3. Navy:

- a. Military Personnel: See par. A3 above for authorization/approval authority;
- b. Civilian Personnel: Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/EEO), Civilian Personnel Programs (DP2/lg), 3801 Nebraska Avenue, NW, Washington, DC 20393-5451.

4. Special Operation Commands:

- a. Commander, Naval Special Warfare Command, ATTN: N7, 2000 Trident Way, San Diego, CA 92155-5599. Message address: COMNAVSPECWARCOM CORONADO CA. Telephone: DSN 577-0916, Commercial (619) 437-0844;
- b. Commander, Air Force Special Operations Command, ATTN: FM, 100 Bartley St., Hurlburt Field, FL 32544-5000. Message address: AFSOC HURLBURT FLD FL. Telephone: DSN 579-2815, Commercial (904) 884-2325;
- c. Commander, Joint Special Operations Command, ATTN: RM, PO Box 70239, Ft. Bragg, NC 28307-5000. Message address: CDRJSCO FT BRAGG NC. Telephone: DSN: 236-0141, Commercial (901) 396-0141;
- d. Commander, United States Special Operations Command; ATTN: Chief of Staff (SOCS) ; 7701 Tampa Point Blvd; MacDill AFB, FL 33621-5323. Message address: USCINCSOSC MACDILL AFB FL//SOCS//. Telephone: DSN 299-5122, Commercial (813) 828-5122.

5. Defense Agencies, Marine Corps, Coast Guard, NOAA, PHS, Unified Commands, Schools, Strategic Defense Initiative Organization, and Supreme Allied Commander Europe: See par. A1, A4, A6-A9, and A11-A14 above for authorization/approval authority.

C. Officials Who May Authorize/Approve AEAs for Their Own Travel and Travel of Accompanying Uniformed Members/Employees. The following officials may authorize/approve AEAs up to 300 percent ceiling, as they deem appropriate for the travel involved, for their own personal travel and for any accompanying uniformed service members and DoD civilian employees whenever they consider it necessary and proper under this Part. The provisions of par. C4603 are not applicable to the cases covered by this paragraph.

The Secretary, the Deputy, the Under, the Deputy Under and Assistant Secretaries of Defense
 The Secretary, Under Secretary, or Assistant Secretaries of Army, Navy, and Air Force
 The Assistant to the Secretary of Defense (Legislative Affairs)
 The Assistant to the Secretary of Defense (Atomic Energy)
 The General Counsel of the Department of Defense
 The Defense Advisor, U.S. Mission to NATO
 Directors of Defense Agencies
 President, Uniformed Services University of the Health Sciences
 Director Operational Test & Evaluation
 DoD Inspector General
 Director, Defense Research & Engineering
 Commander/Deputy Commanders of Air Force Major Commands

- b. If the State Department is responsible for residential security under the provisions of the Omnibus Diplomatic Security and Antiterrorism Act of 1986, it is unnecessary to use Part C of DD Form 2556. All security modifications must be coordinated and funded under the guidance of the Regional Security Officer (RSO) of the Department of State. This arrangement is documented in a memorandum of understanding covering security support between the Department of State and the Department of Defense.
 - c. If the State Department isn't responsible for residential security, the senior officer in-country is responsible for developing the appropriate housing security policy for the area in coordination with the Secretary concerned. Resolution of security problems could range from removal of all personnel from privately leased quarters to determining that personnel in all/selected dwellings aren't at risk and MIHA/Security expenditures shouldn't be reported/covered by Part C of DD Form 2556. If security modifications are deemed appropriate, acceptable items/expenditures must be determined by an individual/office designated by the senior officer. Only security expenditures incurred after secretarial authorization/approval has been granted shall qualify for reimbursement.
 - d. If possible, costs for required security upgrades to a dwelling should be borne by the landlord. In turn, the housing officer or appropriate official should expect the landlord to increase the rent by an amount permitting recovery of expenses within a reasonable time period.
 - e. If the senior officer in-country believes that a duty station should be included in the above list of areas, reasons should be cited in a letter or message to the address listed below. The request must be forwarded to the Department of State or the Defense Intelligence Agency for a risk assessment determination.
- Director
Per Diem, Travel and Transportation Allowance Committee
Hoffman Building #I, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300
- Message address:
- PER DIEM TVL AND TRANS ALW
COMTE ALEXANDRIA VA
5. Instructions for Completing PART D - REIMBURSEMENT TO MEMBER, DD Form 2556. The amount reported on line 10 is the MIHA entitlement which is to be reimbursed to the member provided appropriate receipts and certifications (Part E) are supplied.

Effective 1 February 2000

★ AREAS CURRENTLY DESIGNATED
AS HIGH THREAT

<u>LOCATION</u>	<u>DATE ESTABLISHED</u>
ANGOLA	1 MAR 93
ARGENTINA	1 JUN 97
BAHAMAS	
NASSAU	1 MAY 96
BANGLADESH	1 DEC 98
BELIZE	16 OCT 94
BRAZIL	18 FEB 93
CAMBODIA	
PHNOM PENH	16 OCT 94
CHINA	1 FEB 00
COLOMBIA	1 SEP 90
COSTA RICA	
SAN JOSE	16 APR 97
OTHER	1 OCT 99
CROATIA	1 FEB 00
DOMINICAN REPUBLIC	
SANTO DOMINGO	18 FEB 93
OTHER	1 OCT 99
ECUADOR	1 DEC 98
EGYPT	
CAIRO	1 MAR 94
FRANCE	
PARIS	1 MAR 94
GREECE	
ATHENS	1 SEP 90
GUATEMALA	
GUATEMALA CITY	18 FEB 93
HAITI	
PORT-AU-PRINCE	1 APR 95
OTHER	1 OCT 99
HONDURAS	
TEGUCIGALPA	1 SEP 90
OTHER	1 OCT 99
HONG KONG	1 FEB 00
INDONESIA	1 OCT 99
ISRAEL	
TEL AVIV	14 FEB 91
JAMAICA	
KINGSTON	18 FEB 93
OTHER	1 OCT 99
JERUSALEM (EAST & WEST)	1 SEP 90
JORDON	
AMMAN	1 SEP 90
OTHER	1 OCT 99
KENYA	
NAIROBI	18 FEB 93
KOREA	
SEOUL	1 FEB 00
MEXICO	
MEXICO CITY	16 OCT 94
MOROCCO	16 MAY 98
NEPAL	1 SEP 98
PAKISTAN	1 SEP 92
PAPUA NEW GUINEA	
PORT MORESBY	18 FEB 93
PARAGUAY	
ASCUNCION	1 SEP 93
OTHER	1 OCT 99
PERU	
LIMA	1 SEP 90
ALL OTHER	1 JUN 97
PHILIPPINES	1 SEP 90
POLAND	
WARSAW	1 APR 95

RUSSIA	1 DEC 98
RWANDA	1 MAY 96
SINGAPORE	1 FEB 00
SLOVAKIA	1 FEB 00
SOUTH AFRICA	1 FEB 00
SYRIA	1 OCT 98
TRINIDAD AND TOBAGO	18 AUG 98
TURKEY	
ADANA	14 FEB 91
ANKARA	1 SEP 90
ISTANBUL	1 SEP 90
IZMIR	16 MAY 92
UKRAINE	
KIEV	1 MAY 96
URUGUAY	16 MAY 98
VENEZUELA	1 APRIL 97
YEMEN	16 APR 97
ZIMBABWE	1 MAY 96

★ AREAS PREVIOUSLY DESIGNATED
AS HIGH THREAT

<u>LOCATION</u>	<u>DATE ESTABLISHED</u>	<u>DATE ELIMINATED</u>
BAHRAIN	1 OCT 99	1 FEB 00
FIJI		
SUVA	16 OCT 94	1 FEB 00
OTHER	1 OCT 99	1 FEB 00
UNITED ARAB EMIRATES	1 OCT 99	1 FEB 00

size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When use of a private vehicle is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. *Scheduled flight time is the time between the scheduled airline departure from the PDS/TDY point until the scheduled airline arrival at the TDY point/PDS.* Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home During Extended Business TDY. The AO may permit round-trip transportation, and per diem en route, for a traveler who routinely travels on business TDY for periods of more than three weeks, to return periodically to the PDS or home for nonworkdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE Rates for lodging and M&IE vary by location, but should be sufficient for a

comfortable, safe trip. Travelers can also be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. The AO may direct use of adequate available Government quarters on an installation only if the traveler is TDY to that installation. The traveler cannot be directed to use Government quarters during any fiscal year the traveler is expected to be on TDY more than one half of the work year. The commander responsible for the quarters determines adequacy of quarters. Only adequate quarters are offered through the reservation system. If use of Government quarters is directed and other lodging is used, reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the lodging cost and the M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). The CTO must put these rates on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. These rates may be authorized *only in advance* by PDTATAC or Secretary concerned for *only uniformed members* (see JFTR, par. U4210-B5). The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts.

★ ***(NOTE: The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.)***

d. *Reimbursement of lodging cost when staying with friends or relatives is not authorized.*

e. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by

averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to travelers. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in subpar. c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry, incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

★ ***(NOTE: The cost for laundry, dry cleaning and/or pressing clothing is a separately reimbursable expense for civilian employees in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY lodging in CONUS. The cost for laundry, dry cleaning, and/or pressing clothing is not a separately reimbursable travel expense for travel OCONUS and is included as an reimbursement expense within the AEA authorized/approved for travel OCONUS.)***

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel, except that for training, the training location commander, not the AO, decides if use of Government quarters is directed (par. T4040-A1b) and if one of the two M&IE rates based on Government mess availability is appropriate.

2. In some situations, the Service Secretary may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement, civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The AO may authorize the actual amount paid up to the PMR for commercial meals the traveler is required to purchase.

3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the PMR (1 or 2 meals) plus incidental expense or the locality M&IE rate (all 3 meals) depending on how many meals were

available. The traveler must note on the Trip Record how many meals by date were not available.

C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels. Other reimbursable expenses (par. T4040-A4) are authorized in the same manner as for business travel. The AO may authorize the actual amount paid up to the PMR (but no incidental expenses) for meals and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall never be done simply to save travel funds.

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. Lodging is provided and most members pay the food cost without operating expense; civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable. Most members pay the food cost without operating expense and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the IE.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

8. CTO service and processing fees;
9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this does not include travel expenses incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs; (***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.***); and
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***);
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fare to and from the terminal (see JFTR, par. U3320; and JTR, par. C4652-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling Government property at terminals and hotels;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling any baggage at transportation terminals; and
17. **CIVILIAN EMPLOYEES ONLY**: costs for personal laundry, dry cleaning and pressing of clothing while TDY (*not after returning to/arriving at PDS*); only when CONUS TDY/PCS lodging is at least 4 consecutive nights; and

NOTE: FOR MEMBERS, the cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense, and is not an incidental expense within CONUS per diem rates. These costs are

included as an incidental expense within OCONUS per diem rates.)

18. similar travel related expenses (i.e., Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.)

F. Reimbursement for Travel Expenses At the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There's no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-A4a for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservists on active duty without pay;

3. Newly enlisted members undergoing training when both Government quarters and meals are available;

4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits.

6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized.

7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;

2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;

3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;

4. to active duty for other than training for 20 or more weeks because of unusual or emergency circumstances or exigencies of the Service, per diem entitlement is determined under business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation entitlement under par. T4030.

- ★ F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §1115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & D.

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL***ACTIVE DUTY WITH PAY¹**

SITUATION²	TRANSPORTATION^{3 4}	PER DIEM
Annual training duty ⁵	T4030 applies	not authorized if Gov't qtrs ⁶ & mess available ⁷ ; otherwise T4040 applies
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	T4030 applies	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as personnel traveling together with no/limited reimbursement (T4040-C). If not, may be authorized reimbursement under T4030	not authorized if Gov't qtrs & mess available
Member commutes or AO determines member can commute	T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits	not authorized - payment may be authorized under T4040-C if required to remain overnight at place of duty outside home's town/city limits
Active duty for less than 20 weeks at one location	T4030 applies	T4040 applies
Active duty for other than training, required by unusual or emergency circumstances or exigencies of Service, for 20 or more weeks	T4030 applies	T4040 applies

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay	Service discretion to reimburse under T4040-C (as for personnel traveling together with no/limited reimbursement) or T4030-E (reimbursement on mileage basis) none for Standby Reserve	not authorized ⁸

¹ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

² Except as noted in par. U2146.

³ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

⁴ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

⁵ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

⁶ Temporary lodging facilities are not Government quarters for purposes of this table.

⁷ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

⁸ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

★ a. Except for TDY with units deployed afloat, TDY is limited to 180 or less days at any one location, unless an extension is approved by the Service or Agency Headquarters, or the Commanders/Deputy Commanders of a Unified Command. See JFTR/JTR, Introductions for the Service points of contact. **Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.** A school of at least 140 days (20 weeks) duration is a PCS for military members (except as noted in JFTR, pars. U1036 or U2146).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited relocation allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem When Traveler Dies While on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Chapter with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

Group movement. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. **(NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.)**

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel. Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

